

# VA CERTIFICATION

## *School Certifying Officials Quick Reference Guide*



**2006 Education Workshop**

**U.S. Department of Veterans Affairs**  
Regional Processing Office  
400 South 18<sup>th</sup> Street  
St. Louis, MO 63103-9722

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## Directory

# Department of Veterans Affairs

Regional Processing Office

400 South 18<sup>th</sup> Street

St. Louis, MO 63103



**Director: Kim Graves**

### DVA Most Used Phone Numbers & E-Mail Addresses

<b>General Information - EDUCATION</b>	<b>1-888-442-4551</b>
General Information - Other VA benefits	1-800-827-1000
<b>Education Services</b>	
Monthly Verification of Enrollment	1-877-823-2378 or WAVE
Direct Deposit - Sign up or change	1-877-838-2778
VAONCE Help	Contact your ELR
Apprenticeship OJT Monthly Certs - Fax	314-552-9707
Work-Study - Fax	314-552-9533
Work-Study – Phone	314-552-9861
<b>Other Useful Numbers</b>	
CHAMPVA	1-800-733-8387
DANTES	1-800-257-9484
National Personnel Records Center	314-801-0800
Army/Ace Registry Transcript Service	913-684-3430
VA Debt Management Center	1-800-827-0648
Special Issues Information Center	1-800-749-8387
<b>Important E- Mail Addresses</b>	
Education Benefit Inquiries (RightNow Web)	<a href="http://www.gibill2.va.gov">www.gibill2.va.gov</a>
VA-ONCE Help Desk	<a href="mailto:stlvacert@vba.va.gov">stlvacert@vba.va.gov</a>
Work-study Unit	<a href="mailto:stlws@vba.va.gov">stlws@vba.va.gov</a>

**ELRs and SAAs**

	Education Liaison Representatives	State Approving Agencies
<b>Colorado</b>	Tom Cummins Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5780 thomas.cummins@vba.va.gov	Colorado State Approving Agency Veterans Education & Training 9101 East Lowry Boulevard Denver, CO 80230-6011 303-595-1620
<b>Illinois</b>	Avis McFarland/Michelle Lacy(NCD only/OJT) Veterans Affairs Regional Office(227) 400 South 18th Street St. Louis, MO 63103 Avis 314-552-9337/Michelle 314-552-9334 avis.mcfarland@vba.va.gov michelle.lacy@vba.va.gov	Department of Veterans' Affairs 833 South Spring Street; PO Box 19432 Springfield, IL 62794-9432 217-782-7838/7839
<b>Indiana</b>	Richard Dyer Veterans Affairs Regional Office 575 N. Pennsylvania St. Indianapolis, IN 46204 317-226-5209 X3126 richard.dyer@vba.va.gov	Indiana Department of Veterans Affairs 302 West Washington Street, Room E120 Indianapolis, IN 46204-2738 317-232-3916 Indiana Commission on Proprietary Education 302 West Washington Street, Room E-201 Indianapolis, IN 46204-2767 317-232-1320
<b>Iowa</b>	Patricia Wilson Veterans Affairs Regional Office 2122 West Taylor St. Chicago, IL 60612 312-980-4556 patricia.wilson@vba.va.gov	Veterans & Military Education Iowa Department of Education Grimes State Office Bldg.; East 14th & Grand Des Moines, IA 50319-0146 515-281-3317
<b>Kansas</b>	Robert Connor Veterans Affairs Regional Office 5631 South 48th St. Lincoln, NE 68516 402-420-4008 robert.connor@vba.va.gov	Kansas Commission on Veterans' Affairs 700 Jackson Street Jayhawk Towers, Suite 701 Topeka, KS 66603 785-296-3976
<b>Kentucky</b>	Chuck Kane Veterans Affairs Regional Office 545 S. 3rd St. Louisville, KY 40202 502-582-5248 chuck.kane@vba.va.gov	Kentucky Approving Agency for Veterans Education 300 North Main Street Versailles, KY 40383 859-256-3235
<b>Michigan</b>	Eva Millhouse Veterans Affairs Regional Office Patrick V. McNamara Federal Bldg 477 Michigan Ave. 12th Floor Detroit, MI 48226 313-471-3857 eva.millhouse@vba.va.gov	Michigan Department of Labor & Economic Growth Office of Postsecondary Services Victor Office Center 4th Floor 201 North Washington Square Lansing, MI 48913 517-241-6551
<b>Minnesota</b>	Barb Stetler Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5457 barbra.stetler@vba.va.gov	Minnesota Department of Veterans Affairs; Veterans Education and Training 206 Veterans Service Bldg; 20 West 12th St St. Paul, MN 55155-2079 651-284-1038 Minnesota Department of Labor & Industry; Division of Apprenticeship 443 Lafayette Road N St. Paul, MN 55155-4303 651-284-5190/800-342-5354

	Education Liaison Representatives	State Approving Agencies
<b>Missouri</b>	Mike Gunter Veterans Affairs Regional Office(227) 400 South 18h Street St. Louis, MO 63103 314-552-9343 michael.gunter@vba.va.gov	Veterans' Education & Training Section; State Department of Elementary & Secondary Education PO Box 480 Jefferson City, MO 65102
<b>Montana</b>	Tom Cummins Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5780 thomas.cummins@vba.va.gov	Veterans Education; Office of Public Instruction PO Box 202501 Helena, MT 59620-2501 406-444-4122
<b>Nebraska</b>	John Streedbeck Veterans Affairs Regional Office 5631 South 48th St. Lincoln, NE 68516 402-420-4081 john.streedbeck@vba.va.gov	Private Postsecondary Career Schools & Veterans Education Nebraska Department of Education 301 Centennial Mall South; PO Box 94987 Lincoln, NE 68509-4987 402-471-4825
<b>North Dakota</b>	Loretta Tollin Veterans Affairs Regional Office Federal Building, Ft. Snelling St. Paul, MN 55111 612-970-5459 loretta.tollin@vba.va.gov	North Dakota State Approving Agency Kirkwood Office Tower, Suite 310 919 South 7th Street Bismarck, ND 58504-5843 701-328-9661
<b>South Dakota</b>	John Streedbeck Veterans Affairs Regional Office 5631 South 48th St. Lincoln, NE 68516 402-420- 4081 john.streedbeck@vba.va.gov	Veterans' Education; South Dakota Division of Veterans Affairs Soldiers & Sailors Building; 5500 East Capitol Avenue Pierre, SD 57501-5070 605-773-3648
<b>Tennessee</b>	Victoria Burton Veterans Affairs Regional Office 110 9th Ave. South Nashville, TN 37203 615-695-6243 vicki.burton@vba.va.gov	Veterans' Education Higher Education Comm. Parkway Towers, Suite 1900 404 James Robertson Parkway Nashville, TN 37243-0830 615-741-7569
<b>Wisconsin</b>	John Johnson Veterans Affairs Regional Office 1 Federal Drive Federal Building, Ft. Snelling St. Paul, MN 55111 (918) 970-5456 john.johnson@vba.va.gov	State Approving Agency; Wisconsin Department of Veterans Affairs 30 West Mifflin Street, 9th Floor; PO Box 7843 Madison, WI 53707-7843 608-261-8771  Dept. of Workforce Development Div. of Workforce Excellence; Bureau of Apprenticeship Standards 201 East Washington Ave, Room 229 PO Box 7972 Madison, WI 53707 608-266-3133
<b>Wyoming</b>	Judy Davis Veterans Affairs Regional Office 155 Van Gordon St. Lakewood, CO 80228 303-914-5780 judy.davis@vba.va.gov	Office of the Adjutant General; Wyoming State Approving Agency 5500 Bishop Road Cheyenne, WY 82009-3320 307-772-5053

## OTHER IMPORTANT NUMBERS

[illegible]



## Internet Directory

The Internet offers a vast amount of information but finding it is not always easy. We hope you will find this directory helpful in locating web sites useful in your job. Many offer links to other education related sites. Just type the address in the address line of your browser exactly as shown then press enter. Your browser should add <http://> in front of the address automatically.

Web Site	Address	Description
VA Education Service	<a href="http://www.gibill.va.gov/">http://www.gibill.va.gov/</a>	Education Service web site includes general information on education benefits and special section for school certifying officials
GI Bill Training & Training Resources	<a href="http://www.gibill.va.gov/Training/Index.htm">http://www.gibill.va.gov/Training/Index.htm</a>	A valuable resource to help you increase your knowledge, skills and abilities. New certifying officials should check here for special courses offered by VA.
VA-ONCE	<a href="http://www.gibill.va.gov/once">http://www.gibill.va.gov/once</a>	Everything you ever wanted to know about electronic certification. VA-ONCE is Internet based.
VA Forms	<a href="http://www.va.gov/forms/">http://www.va.gov/forms/</a>	Many of the forms have multiple pages. To complete a form, you need to download <b>all</b> its pages. These forms are in the PDF format (Adobe Acrobat Portable Document Format (PDF) Version 3.0 or higher required.
Web Automated Reference Management System (WARMS)	<a href="http://www.warms.vba.va.gov/">http://www.warms.vba.va.gov/</a>	Provides on-line access to VBA Manuals, Directives, Circulars, Letters, Title 38 Code of Federal Regulations, and other materials necessary to support our nation's Veterans

Troops to Teachers	<a href="http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.htm">http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.htm</a>	Troops to Teachers provides referral assistance and placement services to service members and civilian employees of Department of Defense who are interested in beginning a second career in public education as teacher or teacher's aides. The DANTES Troops to Teachers office will help in "linking" applicants with teacher certification programs and employment opportunities
Army Transcript Service (AARTS)	<a href="http://aarts.army.mil">aarts.army.mil</a>	Get a transcript translating army formal military education and job experience into civilian language; also includes college equivalent credit recommendations.
Sailor/Marine American Council on Education Registry Transcript (SMART)	<a href="https://smart.cnet.navy.mil/">https://smart.cnet.navy.mil/</a>	Get transcripts translating Navy and Marine formal military education and job experience into civilian language; also includes college equivalent credit recommendations.
Association of Veterans Education Certifying Officials	<a href="http://www.aveco.org/">http://www.aveco.org/</a>	AVECO provides education and training to college and university certifying officials.
National Association of Veteran Program Administrators	<a href="http://www.navpa.org/">http://www.navpa.org/</a>	An organization of institutions and individuals who are involved or interested in the operation of veterans affairs programs and/or the delivery of services to veterans as school certifying officials across the country
American Association of Collegiate Registrars and Admissions Officers (AACRAO)	<a href="http://www.aacrao.org/">http://www.aacrao.org/</a>	AACRAO is a professional association of higher education administrators to provide leadership in policy initiation, interpretation, and implementation through the identification and promotion of standards and best practices in enrollment management, information technology, instructional management, and student services.

Council for Law in Higher Education	<a href="http://www.clhe.org/">http://www.clhe.org/</a>	Council on Law in Higher Education site contains links to information on recent legislation covering a variety of education issues
The Chronicle of Higher Education	<a href="http://chronicle.com/">http://chronicle.com/</a>	News site for Higher Education.
Fedworld	<a href="http://www.fedworld.gov/">http://www.fedworld.gov/</a>	An online locator service for a comprehensive inventory of information disseminated by the Federal Government
Free Application for Federal Student Aide (FAFSA)	<a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a>	FAFSA on the Web-- the fastest way to apply on-line for student financial aid
Information for Financial Aid Professionals (IFAP)	<a href="http://www.ifap.ed.gov/">http://www.ifap.ed.gov/</a>	Resource for financial aid professionals run by the Department of Education.
National Association of State Approving Agencies	<a href="http://www.saavetrain.org/">http://www.saavetrain.org/</a>	National Association of State Approving Agencies (NASAA) State Approving Agencies approved training establishments in each state for VA benefits. Click on "Veterans Educational Officers" to find the agency/person that handles the approval of training establishments and programs in your state.
Web Automated Verification of Enrollment (WAVE)	<a href="https://www.gibill.va.gov/wave">https://www.gibill.va.gov/wave</a>	This site allows students to submit their monthly verification of enrollment over the Internet.
FirstGov	<a href="http://www.firstgov.gov/">http://www.firstgov.gov/</a>	This site provides one-stop access to all online U.S. Federal Government resources. It also enables users to conduct important business online such as applying for student loans, tracking Social Security benefits, comparing Medicare options and even administering government grants and contracts.



# Responsibilities of the Certifying Official

*As the Certifying Official, you are responsible for certifying the enrollment and changes in enrollment of eligible students to the VA. This section will briefly describe your responsibilities.*

The primary function of the Certifying Official is to let VA know if a student is registered for classes by showing the beginning and ending dates, number of credit hours or clock hours per week. You are also indicating the status of students as undergraduate or graduate students, and provide previous credit hours earned.

A student may be certified after applying for admission and pre-registering for classes. The Certifying Official should encourage the student to look into financial aid since VA benefits are not sufficient to cover all educational costs. (VA students are paid benefits based on the number of approved credit hours they carry and **not** on the cost of the school they choose to attend.)

You can certify a student for VA benefits by filling out VA Form 22-1999, (Certification of Enrollment) or electronically certifying the student through VA-ONCE (an electronic certification program). They are basically the same, but VA-ONCE is faster. First familiarize yourself with the form, and then use an electronic method.

## What Is VA-ONCE?

VA-ONCE is VA's web based computer program for electronically certifying student enrollments and changes in enrollment. You can get more information on VA-ONCE by going to the following Internet address:

<http://www.gibill.va.gov/once>

## What courses/credits do I report to VA on VA Form 22-1999 Certification of Enrollment?

Only courses/credits that apply toward completion of the student's program can be certified to VA. If 12 credit hours are certified, all 12 must apply. If a student enrolls for 12 credits, but only 9 credits satisfy a program requirement, then certify 9 credits.

There are two exceptions to the rule about course applicability:

- The last quarter or semester before graduation, all credit hours taken can be certified if 1 or more of the credits **satisfy a graduation requirement**. Last means **last**. There is only one last quarter or semester.
- If the college allows substitutions for program requirements, VA will allow course substitutions if the school approves them and they are documented in the student's file.

Changes in credits don't have to be reported unless training time changes. If an undergraduate student is certified for 15 credits in a standard quarter or semester, for example, it isn't necessary to report a change **unless** applicable credits drop below 12.

## Repeating Courses

Courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified for VA purposes if they are repeated.

**Courses that are successfully completed may not be certified for VA purposes if they are repeated.** If students must take additional courses in order to raise their GPA to graduate, the courses must be courses that have not already been successfully completed by the student.

## Remedial and Deficiency Courses

Remedial and deficiency credit should be put in the R/D column, rather than the credit column. When students have both credit and R/D credit, VA combines the credit to determine training time. R/D credit is used to correctly charge entitlement for chapter 35 students. Deficiency courses do not need to be listed in remarks.

Remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. The State Approving Agency (SAA) must approve remedial and deficiency courses. If approved, these courses can be certified as part of an approved program, but only for students for whom a verifiable need has been established. Keep test results and other documents that support the need for remedial and deficiency courses in the student's file.

- Chapters 30, 32, 1606 and 1607: Entitlement is charged for remedial and deficiency training.
- Chapter 35: Entitlement is **not** charged for 5 months of full-time remedial and deficiency training. If a chapter 35 student is certified for 6 standard credits and 6 remedial credits, payment is full-time, but entitlement is charged ½-time.

## Practical Training

Practical training is academic training that includes actual job experience. Practical training courses must be approved by the SAA. Some practical training is only measured in clock hours—a medical residency, for example—and some practical training is measured in credit hours. When a practical training course is measured in credit hours by a school, the school can certify the course by credit hours or by clock hours, whichever is to the advantage of the student. Twelve credit hours or 18 clock hours per week are full-time.

## Student Teaching

If a student takes a 6 credit hour student teaching course that requires 30 clock hours attendance a week, certify the course in clock hours. The student is ½-time by credit hours, but full-time by clock hours. If you certify clock hours, in remarks enter: "Student teaching course measured in clock hours for practical training."

## Other Practical Training

Other courses may be approved by the SAA as practical training; for example, externship, internship, and practicum. Like student teaching, these courses can be certified in credit hours or by clock hours, whichever is to the student's advantage. Examples: (1) If a student takes a 6 credit hour externship that requires 24 clock hours attendance per week, certify the course in clock hours. (2) It's possible to certify credit hours and clock hours during the same quarter or semester. If a student takes a 3 credit lecture course and a 4 credit internship that requires 12 clock hours per week, certify 3 credit hours and 12 clock hours. Seven credits would be ½-time, but 3 credits and 12 clock hours would be ¾-time. In

remarks enter, "Student taking a 3 credit lecture course and a 3 credit, 12 clock hour internship. Measure according to M22-4, Part IV, Paragraph 7.09."

### **Independent Study (Internet and Distance Learning)**

Independent study is a course or program offered without regularly scheduled, conventional classroom or laboratory sessions. The courses or programs must consist of a prescribed curriculum with provision for interaction by mail, telephone (toll-free to the student), computer, or personally between the student and a regularly employed faculty member of the school. Independent study courses are paid the same as resident courses. Independent study courses and programs **must be accredited** and must lead to a standard college degree or certificate at an Institution of Higher Learning (IHL). Further, **they must be specifically approved for VA purposes by the SAA.**

Credit for Internet and distance learning courses and programs can be certified. The courses must have a defined begin and end date. Usually these dates are standard quarter and semester dates.

### **Audited courses**

Audited courses may not be certified. If the school's grading policy allows a student who registers for credit to later change to audit, report the change from credit to audit as a withdrawal, effective the day the student changed from credit to audit. Report the withdrawal as you would other withdrawals

### **How Are Enrollment Changes Handled?**

Each student's records should be verified monthly to determine that nothing has changed. Notify VA if a student adds or drops a course which affects training time by completing a "Notice of Change in Student Status" VA Form 22-1999b for all chapters. Any VA student who is not making satisfactory progress or who receives an incomplete "I" or unreported grade that will not be turned into a punitive grade within one year of assignment should be reported to VA. All changes should be reported to the VA within 30 days. ***See page 70 for more information on changes of enrollment.***

### **Reporting non standard or mini terms.**

Benefits are paid from the first scheduled date of classes for the term, quarter or semester in which the student is enrolled. When the student enrolls in a resident course or subject whose first scheduled class begins **after** the calendar week when, according to your school's academic calendar, classes are scheduled to commence for the term, quarter, or semester, benefits will be paid from the actual date of the first class scheduled for that particular course or subject.

If your school offers nonstandard terms, it must show the beginning and ending dates of **each nonstandard term separately** from the standard semester or quarter. This applies to both accelerated terms (mini terms) and extended terms.

### **What Records Do I Keep?**

We suggest that the Certifying Official keep copies of certifications and changes in enrollment either in paper form or electronic form for three years. It is also helpful to keep copies of the Notice of Basic Eligibility (NOBE). The original document should be sent to VA. You may want to keep a copy of the electronic certification also. It may be beneficial to keep a copy of notes regarding any conversations with the student, and copies of final grades. You must keep VA student records for at least 3 years following the last date the student is certified.

## How Do I Organize Student Folders?

Contents should be in chronological order. This will make it more convenient for anyone working with the folder. (School official, SAA, VA, etc.) Here are our recommendations on what should be included in a student's file and our suggestion on how to organize the files:

### Left Side:

- I. A copy of student's application for admission to the school
- II. Copies of transcripts from ALL colleges and schools previously attended and our school's transfer evaluations
- III. A summary grade report of the student's progress at our facility
- IV. Copies of degree plans for all certified objectives with ALL credits posted
- V. Copy of remedial/deficiency test scores and justification for any remedial/deficiency courses certified to VA
- VI. Course substitution form from the department when applicable
- VII. Course elective approval from the department when applicable
- VIII. Copies of drop slips and/or withdrawal forms when applicable
- IX. Other school documentation

### Right Side:

- I. Copies of VA Form 22-1990 or 22-5490 if available
- II. Copies of VA form 22-1995 or 22-5495 if available
- III. Copies of all enrollment certifications (VA Form 22-1999)
- IV. Copies of all notices of changes in student status (VA Form 22-1999b)
- V. Any correspondence from VA which you may receive for the student
- VI. Copies of DD-214's and NOBE's if available

## What To Do When A Student Comes In About VA Education Benefits

*When a student first comes in seeking your assistance, there are several questions you should ask that will help you decide how best to assist the student. The following are questions you should ask, and information on how you should proceed.*

### Am I eligible for VA benefits? I have questions about VA benefits.

Refer the student to the toll-free VA Education Phone number: 1-888-442-4551, or to the VA Education web site at: <http://www.gibill.va.gov>. Do not try to make determinations of eligibility. The benefit programs change frequently, so it is best to refer the student directly to VA for questions about the programs.

### Have you applied for admission, and pre-registered in classes?

If they say "**NO**" give them the forms, but explain that until they have applied for admission and are pre-registered for classes, you can not certify their enrollment. Direct them to the Admissions Office and also recommend they also apply for Financial Aid. Tell them to advise you when they have registered.



### Did you have active military service, or are you an active reservist?

If they say "**YES**" continue with the following determinations and explain the student's responsibilities regarding withdrawals affecting a change of status, maintaining satisfactory progress, and taking only courses applicable toward the diploma, certification or degree goal.

### Have you ever received VA education benefits before?

If the student says "**YES**" do the following:

- Have them fill out an application, VA Form 22-1995 or VA Form 22-5495 if they are a Chapter 35 student. The form does not need to be sent to VA if you follow the certification procedures on page 65. Information is also available on the internet.
- Ask them which chapter they are eligible for (many do not have any idea)

If they do not know, ask whether they are or were active military or active reserves. Sometimes a student is eligible under two chapters - they were active and are now active reserve. Chapters 30, 32 and 1607 pay better than 1606, so it is best for them to use all their benefits under the chapter that pays the best, and when that is exhausted apply for benefits under the next chapter.) VA students are entitled to a combined 48 months of full-time benefits under all laws.

- If they are Chapter 31, they do not need to fill out either the 22-1995 or 22-5495, refer them to the Vocational Rehabilitation case manager for authorization.

If the student answers "**NO**", do the following:

- Have them fill out an application, VA Form 22-1990 or VA Form 22-5490 if they are a Chapter 35 student. VA Form 22-1990 can be filed electronically from the GIBILL web site at [www.gibill.va.gov](http://www.gibill.va.gov).
- Determine the type of military service that is involved
- \* If they have been **discharged**, tell them they need a copy of their DD-214 copy 4 that they get at the time of their separation from active duty. They should submit this with their application for benefits. If they do not have a copy immediately available, **do not** delay submission of paperwork. VA will ask for a copy if necessary.
- \* If they are **still active duty**, they will not have a DD-214. Part II of VA Form 22-1990 must be signed by the Education Service Officer of their military unit
- \* If they are **Active Reserves or National Guard** and they have signed a 6-year contract with a Unit and are actively drilling. Tell them they need to get a copy of the Notice of Basic Eligibility (NOBE) from their unit. If they do not have a copy immediately available, **do not** delay submission of paperwork. VA will ask for a copy if necessary
- \* Reservists or National Guard members who were activated after September 11, 2001 and served for at least 90 consecutive days or more may qualify for the Reserve Educational Assistance Program (REAP) also known as Chapter 1607. Reservists who wish to change from Chapter 1606 to REAP must elect REAP using VA Form 22-1995 Request for Change of Program or Place of Training. Annotate "**Chapter 1607**" prominently on all forms and correspondence.
- \* If the student has never served in the active military or reserves, but is a **dependent** with eligibility based on an eligible parent or spouse, have them fill out a 22-5490. (They need to know the veteran's file or claim number.)
- \* If the student has a service connected disability rated by the VA and wants to apply for Vocational Rehabilitation (Chapter 31), refer them to the Vocational Rehabilitation Specialist. Explain that they will be certified once VA furnishes the authorization (VA Form 28-1905) to the school.

## Benefit Payments

Benefit payments are made directly to students, unless advance payment is authorized (see Advance Payment on page 18). The payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated as follows:

VA uses a 30 day month. Divide the monthly rate by 30 to get the daily rate. If a student is certified from the 1<sup>st</sup> through the 15<sup>th</sup>, the student is certified 15 days and is entitled to 15/30ths of the full monthly benefit. Example: If the monthly benefit is \$1034.00 and the student is certified 1/1/05 through 1/15/05, the student is entitled to \$516.90 (\$34.46 per day for 15 days). If the student is certified 1/16/05 through 1/31/05, the student is entitled to \$516.90 (\$34.46 per day for 15 days). If the student is certified 1/1/04 through 1/31/04, the student is entitled to \$1034.00 (a full months benefit). Remember, VA uses a 30 day month: 1/16 through 1/30 (or 1/31) is 15 days and 2/16 through 2/28 (or 2/29) is 15 days. The month rounds out to 30 days.

Standard benefits are described in the monthly rate tables. An additional kicker may be paid to some chapter 30, 1606 and chapter 1607 students. If a student paid for part of a month is subsequently certified for the next quarter or semester, VA will automatically pay the break between the quarters or semesters if break pay can be paid.

### Change of Address and Direct Deposit

Students must keep their address current. The fastest way to change an address or change a direct deposit is to call VA (877-838-2778). The automated functions of the phone server do not include changing address or starting Direct Deposit. This can be done by calling the St. Louis RPO at 1-888-442-4551 or using Right Now Web on the Internet.

If a student calls to start (chapters 30 and 1606 only) or change a direct deposit, the student should have their account information handy. The following information is needed to set up direct deposit and can be found on checks and bank statements:

Account number

9 digit bank routing number

Type of account (checking or savings)

If a student has direct deposit, the student still needs to keep his or her address current because all education related mail from VA uses the student's address.

## Advance Payment

Advance payment provides funds at the beginning of a school term to help the student meet expenses concentrated at the beginning of the term. Advance payment is the amount payable for the initial month or portion of a month the quarter or semester begins plus the amount payable for the following month.

Participation in advance payment is voluntary on the part of schools. If you aren't set up for advance payment and want to be, contact your ELR. Schools must certify that they can carry out the provisions of advance payment. Schools must handle advance pay checks securely and they must give the advance pay check to the student when he or she registers (or not more than 30 days before the beginning of school if registration is earlier).

When a school participates in advance payment, students are eligible for advance payment when:

- The student requests advance pay, **and**
- There's more than 30 days between terms, with no payment for the break , **and**
- The student is enrolled at least half-time, **and**
- VA receives the advance payment request at least 30 days but not more than 120 days before the enrollment period.

Advance pay requests should be submitted 30 to 120 days before the begin date. The check will be sent to the school, payable to the student. A separate, *Certification of Delivery* (VA Form 22-1999V) will be sent to the school. When the check is given to the student, immediately complete and return the *Certification of Delivery*.

An advance payment will pay the first and second month. The first month may be a partial month, with payment pro-rated for the number of days attended that month. Advance pay for a student certified 9/22/05 through 6/13/06 would pay 9/22/05 through 10/31/05. Since VA normally pays after a month is completed, the student wouldn't receive another check until after the student verifies his/her enrollment in December, when payment for November is made.

When an advance pay check is issued, the next check won't issue unless the *Certification of Delivery* (VA Form 22-1999V) mailed to the school is received and processed by VA. If VA sends a letter that says a *Certification of Delivery* wasn't received, there are two things you might do.

- Call VA (888-442-4551) or use Right Now Web and explain the problem to the Education Case Manager. If the *Certification of Delivery* has not been input, ask the Education Case Manager to enter the certification of delivery (COD) on the CERT screen.
- Send or transmit VA a 22-1999b annotated "In lieu of COD—advance pay check delivered" in remarks.



**VA-ONCE:** Create a form that students can sign and date to request advance pay. Attach the completed form to **your file copy** of the 1999. If you have a signed request, check the "Advance Pay" box when you create the 1999. The 1999 will be annotated "Advance Payment Requested and Signature of Student on Record". **As an alternative**, the student can simply sign your 1999 file copy next to the advance payment annotation.

## STUDENT VERIFICATION OF ENROLLMENT

Chapter 30 and Chapter 1606 students must verify their enrollment monthly by Web Automated Verification of Enrollment (WAVE) or by Interactive Voice Response (IVR). The preferred method is WAVE, which includes features not in IVR. When chapter 30 and 1606 students are awarded benefits, the award letter they receive describes WAVE and IVR.

- **WAVE** allows students to verify their enrollment on the Internet at the Education Service web site ([www.gibill.va.gov](http://www.gibill.va.gov)). Click the link to WAVE. Students must be currently enrolled in an approved educational program and must have a current benefit award to use WAVE.
- **IVR** allows students to "phone in" (877-823-2378) their monthly verifications.

**NOTE:** *At the start of a new term the students will attempt to verify their enrollment and may be advised by WAVE or IVR that VA has no record of the enrollment. This system generated message can be misleading and cause unnecessary concern for both the student and the school certifying official. The message is generated whenever there is no active award. **This means the enrollment has not been processed yet.** It is important that you allow enough time for the enrollment to be processed before calling VA. **Never transmit or mail duplicate enrollments.** During peak enrollment periods allow 12 weeks for the processing of enrollments.*

The monthly verification of enrollment procedure hasn't been adopted for chapter 32, and for chapter 35 Institution of Higher Learning (IHL, i.e. standard college degree) students. Instead, schools are mailed verification forms (VAF 22-6553) periodically to complete and to return for these students.

*Student Verification of Enrollment* forms are still mailed to chapter 35 Non College Degree (NCD, i.e. certificate and diploma programs) students. The forms must be completed and returned to VA.

A determination of what type of verification of enrollment will be used for REAP (CH1607) had not been made as when this handout was printed.

## **Accelerated Payment (Chapter 30)**

The Veterans Education and Benefits Expansion Act of 2001 authorized **accelerated payment** for chapter 30 students enrolled “in certain **high cost** programs that lead to **high technology** employment in high technology industry.” Accelerated payment applies only to chapter 30 and only to semesters, quarters, or terms that begin on or after 10/1/02.

Complete information about accelerated payment is available for students and for schools on our website ([www.gibill.va.gov](http://www.gibill.va.gov)). On the home page, click the [Accelerated Payment Information for High Technology Programs](#) link.

### **Acceleration Basics**

Accelerated payment is a lump sum payment of 60% of tuition and fees for certain high cost, high tech programs. If there isn't enough entitlement to cover 60% of tuition and fees, VA will pay based on actual remaining entitlement. Accelerated payments are paid one semester, quarter, or term at a time. If a program isn't offered on a semester, quarter, or term basis, the accelerated payment is paid for the entire program.

High cost means tuition and fees must be more than double the chapter 30 benefit the student would otherwise receive. Example: A typical semester is 1/20/06–5/14/06 (16 weeks) and a typical quarter 1/6/06–3/21/06 (11 weeks). If chapter 30 pays \$1034 per month full-time, it pays \$3,963 for the semester or \$2,618 for the quarter. In order to meet the “high cost” requirement, tuition and fees must be more than \$7,926 for the semester or more than \$5,236 for the quarter before a student could receive an accelerated payment.

High technology means students must enroll in a high tech program and they must certify their intent to seek employment in a high tech industry as defined by VA. VA maintains a list of high tech programs and high tech industries on the Internet as noted in the second paragraph above.

## Certifying Accelerated Payment

If students request accelerated payment, make sure they understand the basics described above and, if they haven't already been there, direct them to the accelerated payment link on VA's website.

Certify accelerated payment on enrollment certifications in the usual manner, with the following exceptions.

- Only certify one term at a time and include the total charges (tuition and fees) for the student's courses. The student must request accelerated payment separately for each term.
- Remarks should contain the phrase "I request accelerated payment," the student's signature and the date.
- On the student's first request for accelerated payment, remarks should also contain the following: "I certify that I intend to seek employment in a high technology industry as defined by VA. I have read VA's approved list of high technology industries."

If the student's enrollment status changes, submit notices of change in student status (VA Form 22-1999b) in the usual manner. Be sure to include tuition and fees. Mitigating circumstances are an issue in these cases as in other cases.



**VA-ONCE:** Certify students in the manner described above. However, remarks should include the phrase "Acceleration certification on file." To make this certification, you must keep the student's written request for accelerated payment described above in your files for each term accelerated payment is requested.

# Tuition Assistance Top-up

**To be eligible for the Top-up benefit**, the student must be approved for federal Tuition Assistance by a military department and be eligible for MGIB-Active Duty benefits. To be eligible for MGIB benefits, the student must be an **MGIB - Active Duty** (chapter 30) participant and must have served at least 2 full years on Active Duty. A reservist receiving federal Tuition Assistance could use the Top-up program as long as he/she qualifies for chapter 30.

The **amount of the benefit** is limited to the amount that the student would receive for the same course if regular MGIB benefits were being paid. In no case can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course.

If a student receives the Top-up benefit, his or her regular MGIB benefits will be reduced. The amount of entitlement charged for Top-up payments is determined by dividing the amount of the payment by the claimant's full-time monthly rate.

The benefit is available for all courses that began on or after October 30, 2000. A copy of the Tuition Assistance Authorization form for the course that has been signed by an authorized military official will be required.

- If student hasn't previously filed a claim for MGIB, he/she should do the following:
  1. Request TA from his/her branch of service. Refer them to his/her military education services officer or education counselor.
  2. Complete an application for VA education benefits, VA Form 22-1990. The student can get the form at our Internet site at: [www.gibill.va.gov](http://www.gibill.va.gov)
  3. Indicate "Top-up" on the VA application in item 1A under the MGIB-Active Duty block.
  4. Send Tuition Assistance approval form, along with the application for VA education benefits, to the VA Regional Processing Office.
- If the student has previously filed a claim for MGIB and was not denied benefits, simply submit the signed TA approval form to the VA Regional Processing Office that handles the claim.

**Important Note:** These claims are handled differently from claims for MGIB without TA. For Top-up claims, the student **does not** need to check in with the school official who certifies VA benefits. VA does not need an enrollment certification on VA Form 22-1999. Top-up can be used for education programs that are not approved for other benefit programs. That's because Top-up is payable for **any** course for which TA is payable under DoD criteria.

VA determines the student's eligibility for MGIB. If the student is eligible for MGIB, the TA approval form establishes his/her eligibility for Top-up. No certifications from the school are needed.

**What about the signatures on the TA approval form?** The TA approval form must be signed by the approving DoD officials. Some branches of service require the commanding officer's signature; some require the education service officer's signature.

# GLOSSARY OF TERMS

## NOTES

[illegible]



## ***Glossary of Terms and Abbreviations***

### **Accrediting Agency**

A nationally recognized agency or association which the Secretary of Education determines to be a reliable authority as to the quality of training offered by an educational institution. The Secretary publishes a list of these agencies and associations which the state approving agencies utilize for establishing that a program of instruction may be approved under the provisions of 38 U.S.C. 3675 as an accredited program.

### **Active Duty**

Full-time duty in the Armed Forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and National Oceanic and Atmospheric Administration (not including active duty for training).

### **Active Duty for Training (ACDUTRA)**

Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

### **Advance Payment**

The monetary allowance which may be payable to a student for the first fractional (or full) month and the following full month of enrollment. These payments are mailed to schools prior to the beginning of classes for release to students who have completed registration.

### **Advertising**

VA will not approve an enrollment in any course offered by an institution which uses advertising, sales, or enrollment practices which are erroneous, deceptive, or misleading by actual statement, omission, or intimation. Any institution approved for the enrollment of veterans and other eligible persons must maintain a complete record of all advertising, sales, or enrollment materials used during the preceding 12-month periods.

### **Already Qualified**

A student is considered "already qualified" if he or she has previously completed a program at the same level and in the same field of study for which application is now being made. This will not preclude the pursuit of a program leading to a degree at the same level with a different major or in an entirely different field. It also does not preclude the pursuit of subjects which may be necessary to qualify for admission into a program leading to a higher degree or to qualify for a vocational or professional objective. A person will be considered already qualified if he or she was previously employed in a job for which the course now being requested is designed to qualify the individual who completes it. For example, if the applicant is employed in sales, he or she is already qualified for enrollment in a general sales course. VA benefits are not payable for pursuit of any program for which the student is already qualified. This includes courses required for relicensing or a continuation of licensing in a professional field.

### **Armed Forces**

This includes the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

### **Assignment of Benefits**

Any arrangement by a school which denies the student the opportunity to control the proceeds of a check is prohibited. Section 5301(a) of title 38, U.S. Code, provides that payments of benefits due under the laws administered by VA shall not be assigned except as specifically authorized by law. There are no laws that authorize assignment of VA educational checks.

### **Audited Course**

The term means any credit course which a student attends as a listener only with a prior understanding between school officials and the student that such attendance will not result in credit being granted toward graduation. VA education benefits are not payable for pursuit of such courses, and these types of courses should not be certified to VA.

**Award Letter**

The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of the award period.

**Basic Educational Assistance**

As used under the Montgomery GI Bill - Active Duty, "basic educational assistance" means a monetary benefit payable to all individuals who meet basic requirements for eligibility under Chapter 30, title 38, U.S. Code, for pursuit of a program of education.

**BIRLS**

Beneficiary Identification and Records Locator Subsystem. This is a computerized record system directly accessed by regional offices by means of computer terminals. It contains basic identifying information on a VA claimant including the current location of the claimant's folder and service information.

**Break in Service**

The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

**Certificate of Eligibility (C/E)**

A VA Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

**Certifying Official**

The person at an institution who has been delegated authority to sign enrollment certifications, other certification documents and reports relating to VA benefits. (See VA Form 22-8794)

**Certification of Delivery of Advance Payment and Enrollment**

Often referred to as the "COD," the VA Form 22-1999v is mailed to the school in a separate envelope from the advance payment check. When the advance payment check is given to the student by the school,

the COD, which contains preprinted enrollment information, must be completed by the certifying official and immediately returned.

**Change of Program**

A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective. This includes any change in an eligible person's program or objective which will result in a material loss of credit or which will materially lengthen the training time necessary to complete an objective. A material loss of credit is generally considered to be the loss of more than 12 credit hours for programs measured in quarter or semester hours, or the loss of more than 10 percent of the training completed for other types of courses.

**Change of School**

There is no limit or restriction on change of schools for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

**Character of Discharge**

All VA benefits (with the exception of some insurance programs and certain medical benefits) payable to veterans or their dependents require that the particular period of service upon which entitlement is based be terminated under conditions other than dishonorable. However, a veteran must obtain an "Honorable" discharge to receive educational benefits under the Montgomery GI Bill, not "under honorable conditions" or "general," which will disqualify the individual for those benefits. Service personnel who complete six months or less of active military service are issued "uncharacterized" discharges. If an "uncharacterized" discharge is used for reasons of service-connected disability or hardship, they are considered to be "Honorable" for Montgomery GI Bill purposes.

**Circular**

A publication issued by VA for distribution to regional offices and sometimes to schools as an expeditious way of providing directives on new

procedures. A circular may also be used to disseminate information regarding issues which will be pertinent for only a limited period of time.

### **Claimant**

An individual in the process of claiming VA benefits who is potentially eligible for benefits but who has not completed all the necessary steps which will permit VA to determine individual eligibility and entitlement.

### **Concurrent Enrollment**

When a student cannot successfully schedule his or her complete program at one school, or cannot complete his or her program within the period in which he or she plans to complete an objective, a student may pursue courses at a second institution. A student is enrolled in more than one school at the same time (the dates of course pursuit at each school may overlap) and the primary institution certifies that supplemental school pursuit will be accepted at full credit toward the student's course objective.

### **Continuous Active Duty**

The term "continuous active duty" means active duty served without interruption. A complete separation from active duty service will interrupt the continuity of active duty service. Time lost while on active duty will not interrupt the continuity of service.

### **Cost of Course**

The term "cost of course" means the total cost for tuition and fees for a course which an educational institution charges to nonveterans whose circumstances are similar to veterans enrolled in the same course. "Cost of course" does not include the cost of supplies or books which the student is required to purchase at his or her own expense.

### **Course**

As used in this manual, "course" means a specific class or subject of instruction (e.g., English 110).

### **Cycle, Cooperative Program**

Most cooperative programs have terms devoted exclusively to institutional study at both the beginning and the end of the program. Between these terms are a series of cycles in which the student alternates between classroom instruction and

on-the-job training. A cycle may begin with either the institutional phase or with the work phase, but the cycle continues until both phases are completed. Alternating periods may be a part-day in school and a part-day on the job or may be such periods which alternate on a daily, weekly, monthly, or term basis. The alternate in-school periods of the course must be at least as long as the alternate periods in the business or industrial establishment.

### **DD Form 214**

The Certificate of Release or Discharge from Active Duty which is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted.

### **Delayed Enlistment Program (DEP)**

A Delayed Enlistment or Delayed Entry Program allows individuals to contract to go on active duty in the Armed Forces at a later date. The periods of time of the delayed entry onto active duty vary according to the specific program involved. For example, under DEP, the delay of entry onto active duty varies up to 270 days. In other programs, such as ROTC, the delay may be several years.

### **Delimiting Date**

The expiration date for education benefits. It is the first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the delimiting date is ten years and one day from the veteran's last release from active duty date (RAD). The expiration date for those under Chapters 35 and 1606 is computed differently.

### **Dependents' Educational Assistance (DEA)**

See Survivors' and Dependents' Educational Assistance.

**DOD Record**

The Department of Veterans Affairs accesses the Department of Defense's manpower data base through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the VA's Benefit Delivery Network (BDN). This record contains information from the serviceperson's/veteran's military records which VA may use to determine eligibility for Chapters 30 and 1606.

**Drop Period**

A reasonably brief period of time at the beginning of a term officially designated by a school for dropping courses. The school's last day to drop a course will be the end of the drop period, providing it does not exceed 30 days from the first day of the term.

**Dual Eligibility**

Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed an aggregate total of 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

**ECAP - Electronic Certification Automated Processing**

ECAP is a computer program that processes chapter 30 enrollment certifications transmitted to VA RPOs by schools using VA-ONCE, an electronic certification program.

**Education Liaison Representative (ELR)**

The person at a VA regional office or VA Medical Center responsible for the education liaison and program approval functions in your state. The ELR is responsible for promptly informing state approving agencies, schools, and training establishments of changes in policies and procedures.

**Education Services Officer (ESO)**

This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned

responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

**Educational Assistance**

This term is generally used interchangeably with the term "education benefits." However, under the Montgomery GI Bill - Active Duty, the term "educational assistance" means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called "kickers."

**Eligible Person**

A child, spouse, or surviving spouse of a veteran who served on active duty and who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

**Enrollment Period**

This term means an interval of time during which a veteran or eligible person is enrolled in an educational institution and is pursuing his or her program of education. This term applies to each unit course or subject in the veteran's or eligible person's program of education; i.e., quarter, semester, or full school year.

**Entitlement**

The number of months the student will be eligible for VA education benefits. This is usually expressed in the number of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education program the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

**Equivalent Credit Hours**

When a term is not a standard semester or quarter, VA will determine the equivalent for full-time undergraduate training. Using a formula, the resulting quotient is called equivalent credit hours. VA treats equivalent credit hours as credit hours for measurement purposes.

**Facility Code**

The numerical code assigned by VA to an institution specifically identifying it or one of its subdivisions.

**File Number**

A seven-, eight- or nine-digit number assigned by VA to identify a claimant's records. Most veterans have their Social Security numbers assigned as their VA file number. Dependents or survivors of veterans eligible for chapter 35 benefits are assigned a letter suffix (e.g., "A," "B," "W") *to the file number of the veteran.*

**G.E.D.**

An official General Educational Development certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of G.E.D. equivalency are acceptable evidence of completion of high school educational requirements.

**Holiday Vacation**

The term "holiday vacation" means a customary, reasonable vacation period connected with a federal or state legal holiday which is identified as a holiday vacation in the educational institution's approved literature. Generally, VA interprets a reasonable period as not more than one calendar week at Christmas and one calendar week at New Year's and shorter periods of time in connection with other legal holidays.

**Independent Study**

A course or subject offered without any regularly scheduled, conventional classroom or laboratory sessions. For VA purposes, such courses or subjects must be offered by a degree granting institution and consist of a prescribed program of study with

provision for interaction either by mail, telephone, or personally between the student and the regularly employed faculty of the university or college. A specific approval of these courses by the state approving agency is required, in order for VA benefits to be authorized.

**Institution of Higher Learning (IHL)**

A college, university, technical or business school, offering instruction at the postsecondary level which leads to an associate or higher degree. The institution must be empowered by the appropriate state education authority (under state law) or accredited by a recognized accrediting agency to grant such degrees. This designation also includes hospitals offering medical-dental internships or residencies without regard to whether the hospital grants a postsecondary degree.

**Interval Payment**

Educational assistance benefits may be paid during the intervals between terms at a school or between terms when transferring from one school to another while remaining in the same program. Exceptions apply, as well as certain other restrictions in certain situations. Persons on active duty or training at less than half-time are not entitled to interval payments.

**Kickers**

The Department of Defense (DOD) may contribute amounts as deemed appropriate to an education fund on behalf of participants to encourage enlistment or retention in the Armed Forces. These amounts are added to any other education benefits to which the person may be entitled. DOD provides VA with kicker eligibility information. Because this information can be delayed, students with kickers can send VA a copy of their kicker contract with their application for benefits to help speed the payment of this additional benefit.

**Matriculated Student**

A college or university student who has satisfied all prerequisites for formal admission and recognition by the institution as a degree-seeking student. This does not mean that an undergraduate student must have formally been accepted into a specific major curricular field of study before he or she may be classified as "matriculated."

**M.G.I.B.**

Refers to either the Montgomery GI Bill - Active Duty (Chapter 30 of title 38, U.S. Code) or the Montgomery GI Bill - Selected Reserve (Chapter 1606 of title 10, U.S. Code).

**Mitigating Circumstances**

Unanticipated and unavoidable events beyond a student's control which are responsible for the student's inability to complete a course or courses or which result in the student's receipt of a nonpunitive grade for a course that the student did complete. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete the course(s) with a creditable grade(s).

**NOBE**

This is a DD Form 2384, Selected Reserve Educational Assistance Program Notice of Basic Eligibility, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility for the Montgomery GI Bill - Selected Reserve. If available, this form should accompany the reservist's application for benefits.

**Non-College Degree (NCD)**

The designation "NCD" is used to refer to a course or program of education or any other institutional vocational/educational training which does not lead to a standard college degree.

**Nonpunitive Grade**

The term means any grade assigned for pursuit of a course, whether upon completion of the course or at the time of withdrawal from the course, which has the effect of excluding the course from any consideration in determining progress toward fulfillment of requirements for graduation, i.e., "W" or "NC" grades. No credit toward the school's requirements for graduation is granted for such a grade, nor does the grade affect any other criteria for graduation by the policies of the school, such as a grade point average. Therefore, it has the same effect as an audited course. A student will be charged with an overpayment of the benefits received for those courses in which a nonpunitive

grade is received unless he or she presents evidence of acceptable mitigating circumstances to explain the grade assigned.

**Nonstandard Term**

A term which is of a shorter or longer length (i.e., weeks and days) than a standard quarter or semester. The number of instructor-student contact hours is increased proportionately each week to compensate for a shorter term length. VA will compute equivalent undergraduate credits to measure courses pursued during nonstandard terms.

**Normal Commuting Distance**

Two locations that are within 55 miles of each other are within normal commuting distance. Furthermore, a branch, extension or additional facility of a school located more than 55 miles from the school's main campus or parent facility may be considered within normal commuting distance only if school records show that, prior to the establishment of the additional teaching site, at least 20 students or 5 percent of the enrollment, whichever is less, on the main campus or parent facility were regularly commuting from the area where the additional teaching site is located; or other comparable evidence clearly shows that students commute regularly between the two locations.

**Objective**

The final educational, professional, or vocational goal of a veteran, serviceperson, or eligible person (e.g., degree, diploma, certificate, occupation). An educational objective is one that leads to the awarding of a diploma, degree, or postdoctoral certificate which reflects educational attainment. Graduate certificate programs generally do not lead to an educational objective. A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

**Ordinary School Year**

This is generally a period of 2 semesters or 3 quarters which is not less than 30 nor more than 39 weeks in total length.

**Preregistered Enrollment**

An Enrollment Certification (VA Form 22-1999) that is submitted for a student that is already enrolled in school and has preregistered for the next term with less than an 8 week break between terms.

**Primary Institution**

The institution which will confer or grant the current degree sought, or certify that the student has completed the program qualifying him or her for the current objective sought, will be the principal or primary institution. Generally, the student will be enrolled at the principal or primary institution for the majority of the program. See page 66 regarding supplemental enrollments where a student's approved program of education involves training at more than one school.

**Program of Education**

A combination of subjects, unit courses, or training activities pursued at a school or training establishment which is generally accepted as necessary to meet requirements for a predetermined educational, professional, or vocational objective (e.g., diploma, degree, certificate, occupation). An "approved program" is a course of study or program of training which the appropriate state approving agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons. Effective March 1, 2001, the definition of the term "program of education" was expanded to include licensing and certification tests.

**Punitive Grade**

The term means a grade assigned for pursuit of a course which is used in determining the student's overall progress toward completion of the school's requirements for graduation, e.g., a failing grade. Unlike the nonpunitive grade, the punitive grade does affect the criteria to be met by the student for graduation, i.e., it is a factor in computing the student's grade average or grade point average, for example. For this reason it is not the same as an audited course, since it does have an effect upon the student's ability to meet the school's criteria for graduation.

**Pursuit**

The term "pursuit" means to work, while enrolled, toward the objective of a program of education. This work must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which VA considers to be resident training), independent study courses, a graduate program of research in absentia, or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. VA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.

**Quarter**

A division of the academic year at institutions which operate on a quarter system calendar. Credits are earned and measured in quarter hours. A "standard quarter" is a period of instruction usually 10 to 13 weeks long.

**REAP**

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits. (Also known as Chapter 1607)

**Refresher Training**

Refresher training is a course at the elementary or secondary level to review or update material previously covered in a course that has been satisfactorily completed. Under some education programs, the term also means training in a program of education in which the veteran is already

qualified, provided that the program pursued is training to permit the veteran to update knowledge and skills and to be instructed in the technological advances which have occurred in the veteran's field of employment during the veteran's period of service. It may be used to update skills learned either during or prior to service but not for skills first acquired after discharge from service. Veterans pursuing "refresher training" are not limited to "refresher courses" at the elementary or secondary level.

### **Remedial/Deficiency Courses**

These terms refer to noncredit training at the secondary level that is required for entrance to or preparatory to the successful pursuit of a postsecondary educational program. If secondary level training is needed for the student to reach a certain mastery level necessary for pursuit of a postsecondary program of education, the courses must be listed separately on the Enrollment Certification. Upon entrance each student's academic background should be evaluated and, as warranted, a required noncredit program established. These secondary level courses may include, for example, basic English skills, fundamental math, reading, or other special academic assistance necessary for the student to qualify for admission. These courses may also include noncredit secondary level training to overcome a handicap such as in speech and may be offered at a high school, college, or other educational institution.

### **Reporting Fee**

VA pays annually to each educational institution furnishing training under the various VA education programs a reporting fee for required reports or certifications. This fee is intended to help defray the costs of processing various reports and certifications required to be submitted to VA and is in lieu of any other compensation or reimbursement. The annual fee is computed based on the number of VA beneficiaries enrolled at the institution in during the calendar year. The reporting fee is paid as soon as possible after the end of the calendar year.

### **REPS**

Restored Entitlement Program for Survivors. Certain survivors of deceased veterans who died of service-connected causes incurred or aggravated

prior to August 13, 1981, are eligible for benefits. The benefits are similar to the benefits for students and surviving spouses with children between ages 16 and 18 which were eliminated from the Social Security Act. The benefits are payable in addition to any other benefits to which the family may also be entitled. The amount of benefits is based on information from the Social Security Administration.

### **Research in Absentia**

A certifying official of a school may certify a program of research pursued by a veteran or eligible person in absentia, when the research activity is necessary for the preparation of the student's master's thesis, doctoral dissertation, or a similar treatise which is a prerequisite to the degree being pursued. The research activity must be defined and organized so as to enable the certifying official to evaluate the time required for its successful pursuit, and the time certified for the research activity is independent of the time devoted to any employment situation in which the veteran or eligible person might be engaged.

### **Selected Reserve**

The term means, with respect to the Armed Forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States, and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

### **Semester**

A division of the academic year at institutions which operate on a semester system calendar. Credits are earned and measured in semester hours. A "standard semester" is a period of instruction usually 15 to 19 weeks long.

### **Serviceperson**

An individual who is currently serving on active duty. Same as "servicemember."

### **Standard College Degree**

The term means an associate or higher degree awarded by an institution of higher learning that is accredited as a collegiate institution by a recognized



regional or national accrediting agency or an institution of higher learning that is a "candidate" for accreditation, or an institution which is accredited by an agency recognized to accredit specialized degree-level programs.

#### **State Approving Agency (SAA)**

An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA.

#### **Summer Session**

A division of the summer term specifically designated in a school catalog as a distinct period of instruction. These sessions vary in length, and are often only 3-8 weeks long.

#### **Summer Term**

The total instruction offered by a school between the end of the Spring term and the beginning of the Fall term. A summer term may consist of several summer sessions.

#### **Survivors' and Dependents' Educational Assistance**

The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

#### **Tuition Assistant Top-Up (TATU)**

VA payment to an individual for all or a portion of the difference between the Tuition Assistance amount paid by the military component and the total cost of tuition and related charges. TATU is only available to persons eligible for chapter 30. Although Reserve and National Guard components also offer Tuition Assistance, there is no Top-up provision for chapter 1606 recipients. A person eligible to receive chapter 30 who is receiving Tuition Assistance from a Reserve or National Guard component is eligible for TATU.

#### **VA-ONCE**

An Internet based computer program for school officials. It is accessed using either Microsoft Internet Explorer or Netscape Navigator. It allows the school official to maintain records on VA students and to generate enrollment certifications

(VA Form 22-1999) and notices of student status (VA Form 22-1999b.) Schools may transmit these enrollment certifications and changes in student status to VA through a secure Internet server operated by VA. Schools interested in using the program should visit the VA-ONCE web site located at <http://www.gibill.va.gov/once>

#### **VEAP**

Refers to the Veterans' Educational Assistance Program, Chapter 32 of title 38, U.S. Code. This is the contributory education benefits program for post-Vietnam era veterans.



# FACT SHEETS

## NOTES

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## Chapter 30 *Montgomery GI Bill - Active Duty*

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### What is the Montgomery GI Bill - Active Duty?

The Montgomery GI Bill - Active Duty, called "*MGIB*" for short, provides up to 36 months of education benefits to eligible veterans for:

- ✧ College, Business, Technical or Vocational School
- ✧ Correspondence Courses
- ✧ Apprenticeship/Job Training
- ✧ Flight Training (in some cases)

### Who is Eligible?

You may be an eligible veteran if you received an Honorable Discharge, **AND** you have the equivalent of High School Diploma or GED or, in some cases, 12 hours of college credit, **AND** you meet the requirements of one of the categories below:

CATEGORY IA	<input type="checkbox"/> Entered active duty for the first time after June 30, 1985 <b>AND</b>
CATEGORY IB	<input type="checkbox"/> Had military pay reduced by \$100 a month for first 12 months <b>AND</b>
CATEGORY IC	<input type="checkbox"/> Continuously served for 3 years, <b>OR</b>
	<input type="checkbox"/> 2 years if that is what you first enlisted for, <b>OR</b>
	<input type="checkbox"/> 2 years if you entered Selected Reserve within a year of leaving active duty and served 4 years ("2 by 4" Program)
<b>Note:</b> <i>If you were on active duty between 12/1/88 and 6/30/89, AND withdrew your election not to participate in MGIB AND had your military pay reduced, you may be eligible under Category I. Call the toll-free number for details.</i>	
CATEGORY IIA	<input type="checkbox"/> Entered active duty before January 1, 1977 <b>AND</b>
	<input type="checkbox"/> On 12/31/89, you had entitlement left from Vietnam Era GI Bill, <b>AND</b>
CATEGORY IIB	<input type="checkbox"/> Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, <b>OR</b>
CATEGORY IIC	<input type="checkbox"/> 6/30/87 if you entered Selected Reserve within 1 year of leaving active duty and served 4 years <b>OR</b>
CATEGORY IID	<input type="checkbox"/> Was not on active duty 10/19/84. Reenlists or reenters after 10-19-84 and served 3 continuous years at any time on or after 7-1-85, <b>OR</b>
	<input type="checkbox"/> Was not on active duty 10/19/84. Reenlists or reenters after 10-19-84 and served 2 continuous years at any time on or after 7-1-85 and entered Selected Reserve within a year of leaving active duty and served 4 years.
CATEGORY III	<input type="checkbox"/> Not eligible for <i>MGIB</i> under Category I or II
	<input type="checkbox"/> On active duty on 9/30/90 <b>AND</b> separated involuntarily after 2/2/91, <b>OR</b> involuntarily separated on or after 11/30/93, <b>OR</b> voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
	<input type="checkbox"/> Before separation, you had military pay reduced by \$1200
<i>IF YOU ARE ON ACTIVE DUTY, you should consult with the Education Services Officer at your installation, or call the toll-free number below, for information about your eligibility.</i>	

### How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your *MGIB* Fund (called "kickers"). You usually have 10 years to use your *MGIB* benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

### How Can I Apply?

You can apply by filling out VA Form 22-1990, Application for Education Benefits.

**For More Information Call Toll-Free**  
**1-888-442-4551**

## **What is the Montgomery GI Bill - Selected Reserve?**

The Montgomery GI Bill - Selected Reserve is an education program that provides up to 36 months of benefits to members of the Selected Reserve. This includes the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, as well as the Army National Guard and the Air Guard. It is the first program that doesn't require a person to serve on active duty in the regular Armed Forces to qualify.

An eligible reservist may get education benefits while in an approved training program. For information about the types of training available, call the toll-free number below.

## **Who is Eligible?**

You may be an eligible reservist or National Guard member if:

- ✧ After 6/30/85, you signed a six-year obligation to serve in the Selected Reserve, **AND**
- ✧ you completed your Initial Active Duty for Training (IADT), **AND**
- ✧ you have received your High School Diploma or GED, **AND**
- ✧ you are in good standing in a drilling Selected Reserve unit

If you stay in the Selected Reserves, benefits generally end 14 years from the date you become eligible for the program. You may have longer if you couldn't train because of a service-related disability. *(Note: The 14 year delimiting date was effective October 1, 2002, and applies only to persons whose eligibility to chapter 1606 began on or after October 1, 1992)*

Your eligibility generally ends when you leave the Selected Reserves.

**Note:** If you are an officer in the Selected Reserves, **OR** if you entered active duty from the Selected Reserves after 11/29/89, call the toll-free number below for details.

## **How Much Does VA Pay?**

The monthly benefit paid to you is based on the type of training you're in. If you're attending school, your payment is based on your training time.

## **How Can I Apply?**

Your unit will give you a Notice of Basic Eligibility (DD Form 2384 or 2384-1) when you become eligible. When you find an approved training program, fill out VA Form 22-1990, Application for Education Benefits. Send the forms to the St. Louis VA Regional Processing Office.

## **Related Benefits**

Work-Study Program

Tutorial Assistance

Educational and Vocational Counseling

**For More Information Call Toll-Free**  
**1-888-442-4551**

**What is the Chapter 1607(REAP)?**

H.R 4200 authorizing the creation of a new education benefit was signed into law on October 28, 2004. The new benefit, Reserve Educational Assistance Program (REAP) or Chapter 1607 , makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits. An eligible reservist may get education benefits while in an approved training program.

**Who is Eligible?**

You may be an eligible reservist or National Guard member if:

- ✦ You served on active duty on or after September 11, 2001 under title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more
- ✦ National Guard members also are eligible if their active duty is under section 502(f), title 32 U.S.C. and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency and is supported by federal funds.
- ✦ Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty.
- ✦ DoD will fully identify contingency operations that qualify for benefits under chapter 1607.
- ✦ Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days are also eligible.

There is no fixed delimiting period. (ending date) You may use your benefits under Chapter 1607 as long as you remain within your component. Benefits must be terminated if you leave the Reserves or participate in a ROTC program under Title 10 Section 2107. There is one exception: If you are separated from the Ready Reserve for disability which was not the result of your own willful misconduct, you are entitled to chapter 1607 benefits for 10-years after the date of entitlement.

**How Much Does VA Pay?**

The educational assistance allowance payable under chapter 1607 is a percentage of the chapter 30 3-year rate based on the number of continuous days served on active duty.

<b>Time Reserve Member Serves on Active Duty</b>	<b>Percentage of Ch 30 (3-Year Rate)</b>	<b>Full-Time Rate (Effective Oct. 1,2005)</b>
90 days but less than one year	40%	\$413.60
One year but less than two years	60%	\$620.40
Two years or more	80%	\$827.20

*Reduced rates will apply for correspondence, flight, apprenticeship/OJT and licensing and certification training.*

**How Can I Apply?**

You can apply by filling out VA Form 22-1990, Application for Education Benefits. Submit any available documents such as your Discharge from Military Service (DD Form 214), copies of orders to active duty and anything else available as evidence of qualifying service. If you have previously filed a claim for Education benefits a new application form is not required. Submit a "Request For Change of Program or Place of Training (VA Form 22-1995). **Annotate "Chapter 1607" prominently on all correspondence and documents.**

**For More Information Call Toll-Free  
1-888-442-4551**

# Department of Veterans Affairs

## ***Chapter 31 Vocational Rehabilitation and Employment***

### **What is Vocational Rehabilitation and Employment?**

Vocational Rehabilitation and Employment is a program to assist eligible veterans in achieving maximum independence in their daily life, restore their self esteem, and aid them in becoming a contributing part of society. Under the Vocational Rehabilitation Program (Chapter 31) eligible veterans are assisted in selecting a rehabilitation goal and developing an individualized rehabilitation plan, leading to employment.

The services, that may be provided to Chapter 31 veterans in training, include vocational and personal counseling, education and training, medical and dental treatment and subsistence allowance. Eligible veterans may receive up to 48 months of training benefits, however, the length of the program is based on the individualized written rehabilitation plan.

### **Who is Eligible ?**

Usually, you must first be awarded a monthly VA Disability Compensation payment. In some cases, you may be eligible if you aren't getting VA compensation (for example, you are awaiting discharge from the service because of a disability, OR you are entitled to VA compensation but have decided not to reduce your military retirement or disability pay).

Eligibility is also based on you meeting the following conditions:

- ✧ You served on or after September 16, 1940 **AND**
- ✧ Your service-connected disabilities are rated at least 20% disabling by VA **AND**
- ✧ You need Vocational Rehabilitation to overcome an employment handicap **AND**
- ✧ It has been less than 12 years since VA notified you of your eligibility

#### **NOTE:**

- ▣ You may be eligible for Vocational Rehabilitation if you are rated 10% disabled, and you have a serious employment handicap.
- ▣ You may have longer than 12 years to use this benefit if certain conditions prevented you from training.

### **How Much Does VA Pay ?**

VA will pay required training costs, such as tuition and fees, books, supplies, equipment, and, if needed, special services. While you are in training, VA will also pay you a monthly benefit to help with living expenses, called a subsistence allowance. For details, call the toll-free number below.

### **How Can I Apply ?**

You can apply by filling out VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation, and mail it to the VA regional office that serves your area.

**For More Information Call Toll-Free  
1-800-827-1000**



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## **Chapter 32 Post-Vietnam Veterans' Educational Assistance Program (VEAP)**

### **What is VEAP?**

The Post-Vietnam Veterans' Educational Assistance Program, or "VEAP" for short, is an education benefit for veterans who paid into VEAP while they were in the service. Eligible veterans may be entitled to as much as 36 months of training. Eligibility usually ends 10 years after getting out of the service, but the time limit can be longer in certain cases. Eligible veterans may pursue any of the following types of training:

- ✧ College or University Programs
- ✧ Business, Technical or Vocational Training
- ✧ Apprenticeship/On-the-Job Training
- ✧ Correspondence Courses
- ✧ Flight Training (in some cases)
- ✧ High School Diploma or equivalent

### **Who is Eligible ?**

You may be eligible if:

- ✧ You were discharged under conditions other than dishonorable **AND**
- ✧ You first entered active duty after December 31, 1976, and before July 1, 1985, **AND**
- ✧ You contributed to VEAP before April 1, 1987 **AND**
- ✧ You served long enough to qualify

**Length of Service Requirement:** If you enlisted for the first time after September 7, 1980, or entered as an officer after October 16, 1981, you generally had to complete 24 continuous months of active duty. Please contact the toll-free number if you have less service, as there are some exceptions.

### **What Does VA Pay ?**

The total dollar amount of your benefits is the sum of:

- ✧ Your total contributions, **PLUS**
- ✧ Matching funds from VA equal to 2 times your contributions, **PLUS**
- ✧ Any DOD contributions or "kickers"

The monthly amount you'll receive is based on the total (above), the number of months you contributed, the type of training you're in, and your training time.

### **How Can I Apply ?**

You can apply for VEAP by filling out VA Form 22-1990, Application for Education Benefits. Send the completed form to the Regional Processing Office in St. Louis.


### **Related Benefits**

Work-Study Program

Tutorial Assistance

Noncontributory VEAP (Sec. 903)

Refund of Contributions

 **REMINDER:** If you're still on active duty, call the toll-free number below for details about your eligibility for VEAP or to find out if you may switch to the Montgomery GI Bill.

**For More Information Call Toll-Free**  
**1-888-442-4551**

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**Chapter 35 Survivors' & Dependents' Educational Assistance****What Is Survivors' & Dependents' Educational Assistance ?**

Survivors' & Dependents' Educational Assistance is an education benefit for the spouses and children of certain veterans. Eligible persons can receive up to 45 months of benefits for:

- ✧ College, Business, Technical or Vocational Courses
- ✧ High School Diploma or GED
- ✧ Correspondence Courses (Spouses Only)
- ✧ Apprenticeship/Job Training

**Who is Eligible ?**

You may be eligible if the veteran

- ✧ is found by VA to be totally and permanently disabled from a service-related disability, **OR**
- ✧ died because of a service-related disability

**AND**

you meet one of the following conditions:

- ✧ you are married to the veteran, **OR**
- ✧ you are the deceased veteran's surviving spouse, and you haven't remarried, **OR**
- ✧ you are the veteran's child and you're at least 18 years old.

Generally, you must use this benefit within the following time periods:

- ✧ spouse/surviving spouse: 10 years from the date VA finds you eligible
- ✧ child: until age 26

***Note: These time limits can be extended under certain circumstances.  
Call the toll-free number below for details.***

**How Much Does VA Pay ?**

The amount VA pays is based on the type of training program you're in, and your training time. In most cases, benefits are paid monthly. For example, effective 10-1-05 VA pays \$827 monthly for full-time training at a college or university. If your attendance is less than full-time, payments are reduced proportionately.

**How Can I Apply ?**

You can apply by filling out VA Form 22-5490, Application for Survivors' and Dependents' Educational Assistance. Send the completed form to the Regional Processing Office in St. Louis.

**Related Benefits**

Special Benefits for Children with Disabilities	Educational Counseling Services
Education Loans (Spouses Only)	Tutorial Assistance
Work-Study Benefits	

**For More Information Call Toll-Free  
1-888-442-4551**

## **What is CHAMPVA ?**

CHAMPVA is a healthcare benefits program. In general, CHAMPVA covers most healthcare services and supplies that are medically and psychologically necessary. Upon confirmation of eligibility, applicants will receive program material that specifically addresses covered and non-covered services and supplies.

## **Who is Eligible ?**

- Dependents of veterans who have been rated by VA as having a total and permanent disability.
- Survivors of veterans who died from VA-rated service-connected conditions, or who at the time of death, were rated permanently and totally disabled from a VA-rated service-connected condition.
- Survivors of persons who died in the line of duty and not due to misconduct.

NOTE: The eligibility of children is not affected by divorce or remarriage of the spouse or surviving spouse.

## **What Does VA Pay ?**

Under CHAMPVA, VA shares the cost of covered healthcare services and supplies with eligible beneficiaries

### **General Exclusions**

- Services determined by VA to be medically unnecessary.
- Care as part of a grant, study, or research program.
- Care considered experimental or investigational.
- Care for persons eligible for benefits under other government agency programs, except Medicaid and State Victims of Crime Compensation programs.
- Care for which the beneficiary is not obligated to pay, such as services obtained at a health fair.
- Care provided outside the scope of the provider's license or certification.
- Custodial, domiciliary, or rest cures.
- Dental care except treatment related to certain covered medical conditions medications that do not require a prescription (insulin excluded).
- Personal comfort and convenience items.
- Services rendered by providers suspended or sanctioned by other Federal entities.

## **How Can I Apply ?**

Contact the Health Administration Center using the toll-free telephone number listed below for assistance or to obtain an Application for CHAMPVA Benefits (VA Form 10-10D). When calling for an application, please select the application form option from the voice-mail menu. To help reduce the volume of telephone calls during business hours, please consider placing calls for forms during evening or weekend hours.

**For More Information Call Toll-Free  
1-800-733-8387**

## **Work Study Program**

### **Who is Eligible for the Work Study Program?**

- A student must receive VA education benefits as authorized under Title 38 USC, Chapters 30, 31, 32, or 35; or Title 10 USC, Chapter 1606, Chapter 1607; and
- Attend school and receive benefits at the 3/4 or full time rate.

### **What Type of Work Does a Work Study Student Do?**

Students must be assigned to work sites that will permit them to perform VA related activities. These work sites include, but are not limited to: Regional Offices, VA Medical Centers, Vet Centers, VA Outpatient Clinics, National Cemeteries, and local education institutions.

If assigned to a non-VA work site, the student's primary employment responsibilities must be to perform VA related outreach assignments.

*NOTE: In the case of a student receiving education assistance under Title 10 USC, Chapter 1606, activities relating to the administration of the Chapter 1606 program at Department of Defense facilities are authorized.*

### **How Much Does VA Pay ?**

Pay is based on the higher of the Federal minimum wage of \$5.15 or the State minimum wage. (Illinois minimum wage is \$6.50/hr effective 1-1-05) Work performed on or after the effective date of any minimum wage increase will be paid at the higher rate even though the contract may show a lower rate.

### **How Do Students Apply for the Work Study Program?**

The student should contact their preferred work site supervisor to determine if there is an opening for a work-study and if the supervisor will hire the student. If the student is unaware of work site locations, contact the St. Louis Work Study Unit (WSU) for work sites in their area. The WSU will give local work sites' names, supervisors' names and phone numbers for the student to contact.

If the work site would like to hire the applicant as a work-study, fax a completed VA Form 20-8691, "Application for Work-study Allowance" to the St. Louis WSU at (314) 552-9533. We would also like for the work site to identify the supervisor's name and phone number in block #18 for exact identification purposes. Please include a copy of the work-study position description with each application.

Work sites and schools should have a supply of these forms on hand for students. Contact the RPO WSU if you need any forms. These forms will also be mailed directly to a student upon request or given at the time of a personal interview.

### **How Many Students Can Work at a Work-Study Job Site?**

Worksites are required to provide VA with an estimate of the number of work study hours they need for the school year. The number of work-study students allowed at any approved work site is determined by the VA and is based on the type of work site (VA Regional Office, VA hospital,

School, Military base) and the amount of VA related work available based on the position description provided by the school.

## How is the Application Processed?

The WSU views the VA's award system to verify that the student is receiving VA education benefits at the 3/4 or full time rate. The possible findings are:

1. System shows current enrollment at the 3/4 or full time rate.
  - a. WSU enters applicant's information into the W/S Management System which will generate VA Form 22-8692, "Student Work-study Agreement (Student Services)". **We no longer want you to submit VA Form 22-8692, "Student Work-study Agreement (Student Services) with the application.**
  - b. WSU will fax the agreement to the work site for student's signature with instructions to fax back to the WSU.
  - c. After the WSU processes the signed agreement, the WSU will call to notify the supervisor that the student may begin work. (Processing the agreement means that the W/S system will generate a VA Form 22-8690 "Time Record (Work-study Program) and formal letters of notification for the supervisor and student.) If applicable, an advance payment is also made at this time.
  - d. The WSU will mail the supervisor a formal letter of notification, a time record, and a copy of the completed signed agreement. The student will receive a formal letter of notification and a copy of the completed signed agreement.
2. System does not indicate benefits for the particular term.
  - a. Our document imaging system (TIMS) and the VA award system are checked for possible pending certification.
  - b. If the certification is not pending, the WSU will contact the school and ask the certifying official to fax the certification directly to the WSU, which we will then refer to the appropriate unit for priority processing. For non-Missouri CH31 claims, we will fax the certification to the appropriate VARO Vocational Rehabilitation and Employment office for priority processing.
  - c. The WSU will then follow steps b through d in #1 above.
3. The length of the agreement is based on the award period in the VA award system.
4. If a student is not eligible for the W/S program, the WSU will send a letter of denial to the student, specifically stating the reason of denial.

## Does a Student Have to Reapply for the Work Study Program Every Term?

No. Only one application per ordinary school year is required. A student can request an extension by various means, such as calling the WSU, sending a letter, or faxing an application. The terms must be sequential. All steps are followed as previously described except that **there is no advance payment when an extension is granted.**

**For More Information Call Toll-Free  
1-888-442-4551**

## ***Work Study Supervisory Responsibilities***

### **What are My Responsibilities as a Work Study Supervisor?**

1. Insure the student is trained to do the work.
2. Insure the student does not work before the start date (Time Record - block 4A).
3. Insure the student does not work after the end date (Time Record - block 4B).
4. Insure the student does not work more than the total hours (Time Record - block 5).
5. Initial new entries on the Time Record **each** day the student works.
6. Confirm cumulative totals are correct for each submitted Time Record. To avoid addition errors, please record in increments of 15 minutes.
7. Fax time sheets to the St. Louis Work Study Unit (WSU), 50 hour increments are preferred. Insure the entries are legible and are in dark print. Please do not fax or send duplicate Time Records. You no longer have to submit the original Time Record.
8. Annotate on last Time Record "Final Time Record" with reason such as, completion of contract (worked the full length of contract ) or contract terminated (stopped working prior to fulfilling the length of the contract).
9. Any changes in the work site's address, phone or fax number, or supervisor, needs to be reported to the WSU immediately.
10. Provide VA with up to date position descriptions.

### **How is the Time Record Processed?**

The WSU verifies compliance with start and end dates and maximum hours of agreement; each entry is initialed; re-computes cumulative total; and checks the VA award system to confirm student is still training at the 3/4 or full time rate.

***It's very important that you follow your responsibilities as a supervisor. If there are any discrepancies with any of the above, the WSU will contact the supervisor and/or student for clarification which can delay the processing of payment.***

### **Where Do I Go for Help?**

Call the toll-free number, 1-888-442-4551, to ask to be transferred to the work-study unit.

Our e-mail address is [stlws@vba.va.gov](mailto:stlws@vba.va.gov)

**For supervisors only**, our direct telephone number is (314) 552-9861.

***IMPORTANT: The above number is for supervisors and VA personnel only, please do not release.***

***We prefer that inquiries from students be by made via e-mail. Every call we get from you or the student can delay processing further.***

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## ***On the Job Training and Apprenticeship***

Did you know Chapter 30, 32, 35. 1606 and 1607 veterans can use their GI Bill benefits for apprenticeship training and on-the-job training (OJT), if they are employed and are being trained for the job?

### **Eligibility**

Eligible veterans, National Guard or Reservists and Dependents of Veterans can receive GI benefits **in addition** to their salary when enrolled in a company's approved OJT or apprenticeship training program.

### **What is on-the-job training?**

On-the-job training is training that you receive while actually performing a job and earning wages. You may be eligible to receive GI Bill benefits while in an OJT program.

### **Getting an on-the-job training program approved**

To be approved for education benefits the employer interested in establishing an OJT program must meet certain criteria.

- The employer identifies a job that requires entry-level training.
- The employer agrees to pay the veteran a set wage – commission, piece rate or other variables do not qualify as a set wage. There must be at least one wage-increase during the training period.
- The employer designates an on-the-job training supervisor.
- The employer agrees training will be conducted for at least six months and will not exceed 24 months.
- The employer agrees to the VA criteria of the on-the-job training program which, when approved by the State Approving Agency, becomes the standard for training.
- The employer agrees not to artificially lower the wage to compensate for the eligible monthly benefits the veteran is entitled to receive.
- The on-the-job training should lead to continuous employment for the veteran who completes the program.

Employers interested in having a training program approved should contact their State Approving Agency for Veterans Education and/or Training.

### **What is apprenticeship training?**

Apprenticeship training is on-the-job training combined with related technical instruction. You receive your GI Bill benefits while working full-time **and** receiving wages. Apprenticeship programs are usually two to five years in length.

## Getting an apprenticeship training program approved

To be approved for education benefits the employer interested in establishing an Apprenticeship program must meet certain criteria:

- An employer identifies a trade or occupation that requires at least 2,000 hours of hands-on training.
- Apprentice wages start at a percentage of journey worker wages; they should progress during training to the journey worker wage at the completion of the training program.
- Apprenticeship training is typically for higher-level skilled occupations. Additionally, 144 hours a year of occupationally related classroom training are required. Upon completion of the program, the apprentice receives a state-recognized *Certificate of Completion* in the occupation.
- The employer agrees to the requirements of the apprenticeship training program which, when approved by the State Approving Agency, become the standards for training.
- The apprenticeship training should lead to continuous employment for the veteran who completes the program.

## What happens after the program is approved?

After an employer's training program is approved, the employer receives an approval packet containing procedural information. The veteran receives a certification form each month, to verify the hours worked each month. The certifying official and the veteran must sign this form and keep a copy with the employee's other work records. **Note:** A supervisory visit will be conducted by the State Approving Agency at least annually with each active participating sponsor.

## Monthly benefit check amount

Monthly benefit payment rates are based on a percentage of the full-time school rate, which varies depending on each veteran's circumstances. In most cases, the amount will be 85 percent of the basic full-time school rate for the first six months, 65 percent for the next six months and 45 percent for the balance of the program or until eligibility is exhausted.

**For More Information Call Toll-Free  
1-888-442-4551**



# T A B L E S & C H A R T S

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Education Rates

Effective 10-1-2005

	CH30-3 or more year obligation	Ch 30 Less than 3 year obligation	Chapter 1606 Selected Reserve	Chapter 35
Full Time 12 Credits or more	\$1034.00	\$840.00	\$297.00	\$827.00
Three-Quarter 9-11 Credits	\$775.00	\$630.00	\$220.00	\$621.00
One-Half 6-8-Credits	\$517.00	\$420.00	\$147.00	\$413.00
Less than half-time 4-5 Credits	Tuition & fees not to exceed \$517.00	Tuition & fees not to exceed \$420.00	\$74.25	Tuition & fees not to exceed \$413.00
Less than half-time 1-3 Credits	Tuition & fees not to exceed \$258.50	Tuition & fees not to exceed \$220.00	\$74.25	Tuition & fees not to exceed \$206.75
App/OJT 1st 6 Mos	\$878.90	\$714.00	\$252.45	\$650.00
App/OJT 2 <sup>nd</sup> Mos	\$678.90	\$546.00	\$193.05	\$507.00
App/OJT Remainder	\$465.30	\$378.00	\$133.65	\$366.00 \$151.00

## Chapter 34/30 Combined Rate

	No Dependents	One Dependent	Two Dependents	Each Additional
Full Time	\$1222.00	\$1258.00	\$1289.00	\$16.00
¾ Time	\$917.00	\$943.55	\$967.50	\$12.00
½ Time	\$611.00	\$629.00	\$644.50	\$8.50
Less than ½-time	Tuition & Fees, not to exceed \$611.00			
¼ Time	Tuition & Fees, not to exceed \$305.50			
App/OJT 1st 6 Mos	\$995.35	\$1009.38	\$1021.70	\$5.95
App/OJT 2 <sup>nd</sup> 6 Mos	\$738.73	\$749.78	\$758.88	\$4.55
App/OJT 3rd Mos	\$495.90	\$503.78	\$509.385	\$3.15
App/OJT Remainder	\$480.360	\$488.03	\$494.78	\$3.15

## Chapter 1607 (REAP) Rates

Effective 10-1-05

Institutional Training			
Training Time	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
Full time	\$413.60	\$620.40	\$827.20
3/4 time	\$310.20	\$465.30	\$620.40
1/2 time	\$206.80	\$310.20	\$413.60
Less than 1/2 time More than 1/4 time	\$206.80	\$310.20	\$413.60
1/4 time or less	\$103.40	\$155.10	\$206.80

APPRENTICESHIP AND ON-JOB TRAINING			
Training Period	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
First six months of training	\$351.56	\$527.34	\$703.12
Second six months of training	\$268.84	\$403.26	\$537.68
Remaining pursuit of training	\$186.12	\$279.18	\$372.24

(Rates are proportionally reduced if less than 120 hours is worked during the month.)

**FLIGHT TRAINING:** Flight training is reimbursed at:

Flight Training	
40% level	24% of the approved cost of course
60% level	36% of the approved cost of course
80% level	48% of the approved cost of course

Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

## Chapter 31- Vocational Rehabilitation Rates

	No Dependents	One Dependent	Two Dependents	Each Additional
Full Time	\$488.50	\$605.95	\$714.05	\$52.06
$\frac{3}{4}$ Time	\$367.05	\$455.12	\$533.86	\$40.03
$\frac{1}{2}$ Time	\$245.60	\$304.30	\$357.69	\$26.71
Less than $\frac{1}{2}$ -time	None			
App/OJT	\$488.50	\$605.95	\$714.05	\$52.06

## Training Time Requirements for VA Education Benefits

### Undergraduate Degree Programs

Training Time	Credits
Full Time	12 or more*
$\frac{3}{4}$ Time	9 to 11*
$\frac{1}{2}$ Time	6 to 8*
Less than $\frac{1}{2}$ Time	4 to 5*
$\frac{1}{4}$ Time or Less	1 to 3*

\* applies to standard terms only

**IMPORTANT NOTE:** A standard term is considered to be 10 to 13 weeks long for a quarter and 15 to 19 weeks long for a semester. Training time for courses that are offered for a shorter or longer period (non standard term) is determined by using a training time equivalency table. Training time equivalency tables for both quarter and semester hours are shown on the next page.

### Non Degree Programs Measured in Clock Hours

Training Time	Theory Predominate	Shop Predominate
Full Time	18 Hours/Week	22 Hours/Week
$\frac{3}{4}$ Time	13-17 Hours/Week	16-21 Hours/Week
$\frac{1}{2}$ Time	9-12 Hours/Week	11-15 Hours/Week
Less than $\frac{1}{2}$ Time	5-8 Hours/Week	6-10 Hours/Week
$\frac{1}{4}$ Time or Less	1-4 Hours/Week	1-5 Hours/Week

# TABLES FOR CREDIT HOUR TRAINING TIME EQUIVALENCY, MEASUREMENT OF COURSES, AND PAYMENT RATES

## TRAINING TIME EQUIVALENCY TABLE - FULL TIME = 12 OR MORE SEMESTER HOURS

Semester Hrs.Per Term	Number of Weeks Per Term														
	15 to19	14	13	12	11	10	9	8	7	6	5	4	3	2	1
	12 or more														
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
5	-1/2	1/2	1/2	1/2	1/2	3/4	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
4	-1/2	-1/2	-1/2	1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
3	1/4	1/4	-1/2	-1/2	-1/2	-1/2	1/2	1/2	1/2	3/4	3/4	FT	FT	FT	FT
2	1/4	1/4	1/4	1/4	1/4	1/4	-1/2	-1/2	-1/2	1/2	1/2	3/4	FT	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	1/4	-1/2	1/2	3/4	FT

# TABLES FOR CREDIT HOUR TRAINING TIME EQUIVALENCY, MEASUREMENT OF COURSES, AND PAYMENT RATES

## TRAINING TIME EQUIVALENCY TABLE -FULL TIME = 12 OR MORE QUARTER HOURS

Number of Weeks Per Term										
Quarter	10									
Hrs.Per	to13	9	8	7	6	5	4	3	2	1
Term										
12 or more	FT	FT	FT	FT	FT	FT	FT	FT	FT	FT
11	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
10	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
9	3/4	FT	FT	FT	FT	FT	FT	FT	FT	FT
8	1/2	3/4	FT	FT	FT	FT	FT	FT	FT	FT
7	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT	FT
6	1/2	1/2	3/4	3/4	FT	FT	FT	FT	FT	FT
5	-1/2	1/2	1/2	1/2	3/4	FT	FT	FT	FT	FT
4	-1/2	-1/2	1/2	1/2	1/2	3/4	FT	FT	FT	FT
3	1/4	-1/2	-1/2	-1/2	1/2	1/2	3/4	FT	FT	FT
2	1/4	1/4	1/4	1/4	-1/2	-1/2	1/2	1/2	FT	FT
1	1/4	1/4	1/4	1/4	1/4	1/4	1/4	-1/2	1/2	FT





# INTERVAL PAYMENT

Interval Payment (Break pay) is paid between quarters, semesters, and sessions according to the rules described below and outlined in the flow chart that follows. Intervals are paid at the rate in effect on the ending date preceding the interval. Interval pay is paid automatically by VA unless one of the following bars precludes payment for the break.

## **Bars to Interval Payment. VA is not allowed to pay benefits for:**

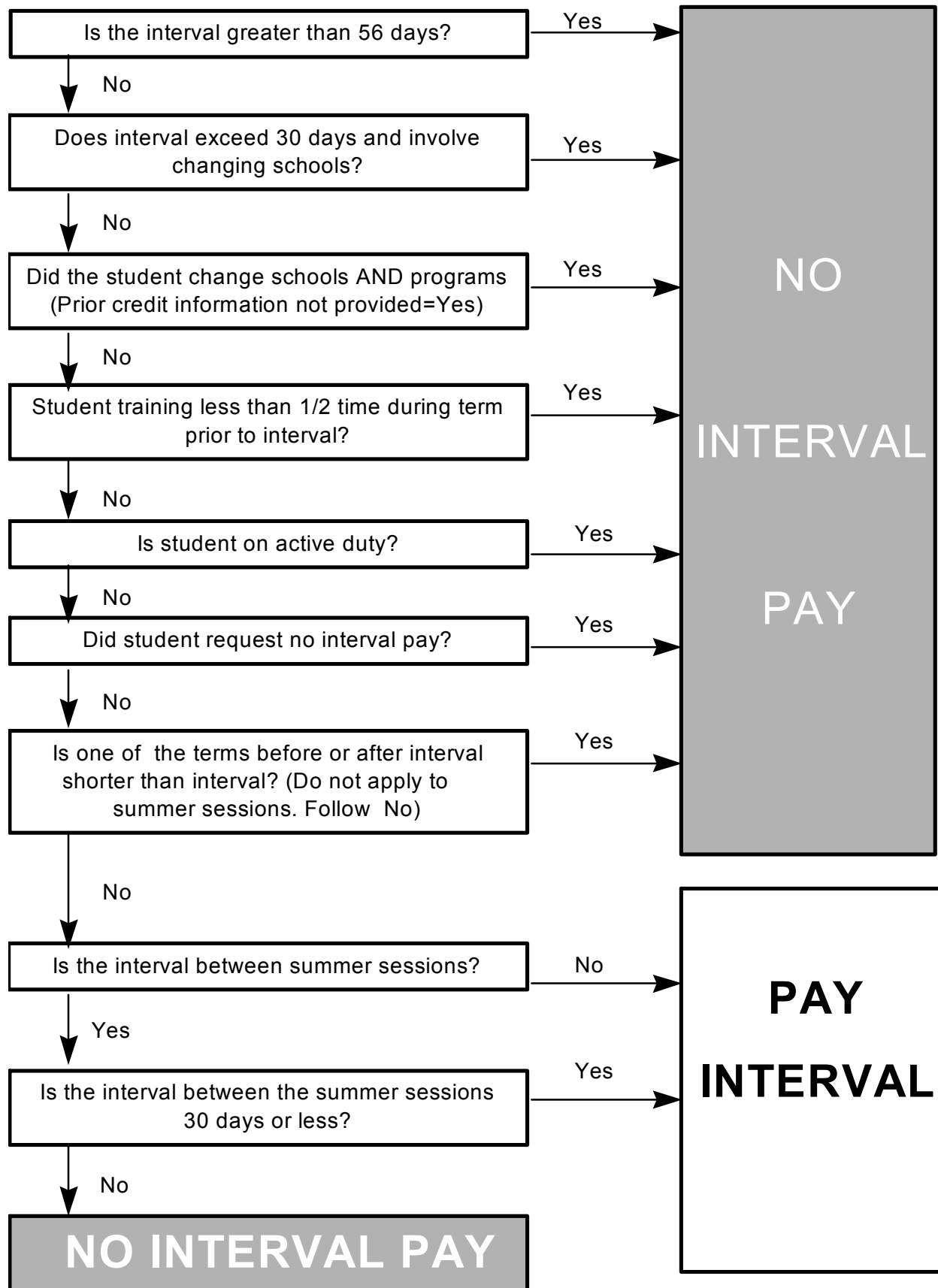
1. An interval between terms that exceeds 8 weeks (56 days).
2. An interval between terms that is longer than the terms before or after the interval.
3. An interval between terms that **exceeds** 30 days if the student transfers from one school to another, but is not charged with a change of program.
4. An interval of any length when a student transfers from one school to another and is charged with a change of program. If a change of program occurs and the student remains in the same school, normal interval pay rules apply.
5. Any interval between terms, regardless of length, if the student is:  
On active duty, **or**  
The student is training at the less than ½-time rate on the last day preceding the interval.
6. Any interval that is a break between the end of one school year and the beginning of another at a school that does not operate on a term basis.
7. Any interval for which the student requests that the interval not be paid as long as the request is made before the award is authorized.
8. An interval where it is to the student's advantage not to receive break pay. For example, if entitlement for a chapter 30 student is exhausted during the break, the break won't be paid so the student can be paid for the term that follows the break.
9. An interval of any length where the student withdraws from all courses in the term preceding the interval.

## **Special Rules that Apply to Summer Terms**

Interval payment for summer terms (the intervals between individual summer sessions and between summer sessions and the spring or fall terms) follows unique rules.

1. Interval pay is paid for a break **between summer sessions** only if the break does not exceed 30 days.
2. To pay the interval between Spring and Summer terms or Summer and Fall terms, the term **before and after** the interval must be longer than the interval period and the interval may not exceed 56 days. The length of the summer term is the combined length of summer sessions the student is enrolled excluding any break between sessions.

**FOR ALL TERMS:** When there are overlapping enrollment periods, each beginning and ending date must be considered and the interval paid using the combination of dates that pay the highest rate to the student.



Interval Pay Flowchart  
March 2003

# COMPARISON OF EDUCATION PROGRAMS

	CH 30	CH 32	CH 35	CH 1606
<b>ELIGIBILITY</b>	2 years active duty, 3 years active duty, <b>or</b> 2 years active duty plus 4 years reserves.	181 days active duty if enlisted before 9/8/80, 24 months active duty there-after.	Veteran's death or permanent and total disability result of service.	Completion of initial active duty for training plus reserve training. Must be active reservist.
<b>BENEFITS FOR INSERVICE STUDENT</b>	Benefit payable after 2 years continuous active duty. Payment may not exceed tuition and fees.	Benefit payable upon completion of specified period of service.	No	Yes
<b>MAXIMUM ENTITLEMENT</b>	36 months. May extend to end of term if expires during term, or up to 12 weeks or end of course if not on term system.	<b>48 months maximum under two or more programs</b> 36 months. No extensions.		
<b>DELIMITING DATE</b>	10 years after discharge.  May extend for later period of active duty or disability that prevents completion of program.	10 years after discharge.  May extend for later period of active duty or disability that prevents completion of program.	<b>Child:</b> (1) Basic: age 18 to 26. Extension to age 31 for conditions beyond control or for military active duty possible. (2) 8 years from date found eligible if found eligible between 18-26. <b>Spouse:</b> 10 years from date of vets service connected death or date VA determined service connected, which ever is later. May extend to end of term if delimiting date during term, or up to 12 weeks or end of course if not on term system; but can't exceed maximum entitlement.	14 years from date of eligibility or separation from reserves whichever is earlier.  May extend if disability incurred or aggravated by service in selected reserve prevents completion of program.
<b>PARTICIPANT PAYMENT</b>	\$100/12 months (Category II, 34/30, doesn't contribute).	\$25-\$100 per month up to \$2700. Lump sum payment permitted.	N/A	N/A
<b>REFUND OF PAYMENT</b>	Only as a death benefit to survivors in certain cases	Yes (decision final once check cashed)	N/A	N/A

	CH 30	CH 32	CH 35	CH 1606
<b>DEPENDENTS ALLOWANCE</b>	No, except for category II (34/30).	No	No	No
<b>ELEM. &amp; H. S. TRAINING</b>	No	Yes	Yes	No
<b>REMEDIAL, DEFICIENCY &amp; REFRESHER TRAINING</b>	Yes, with entitlement charge	Yes, with entitlement charge	Yes, entitlement charged after first 5 months of full-time training	Yes, effective 10-1-90 with entitlement charge
<b>COOPERATIVE TRAINING</b>	Yes	Yes	Yes	Yes
	Note: Co-op rate was 80% of full-time rate before 10/1/96.			
<b>FLIGHT TRAINING</b>	Yes, for 60% of approved charges	Yes, for 60% of approved charges	No	Yes, for 60% of approved charges
<b>INCARCERATED STUDENTS</b>	Benefits reduced	Benefits reduced	Benefits reduced	Benefits reduced
<b>APPRENTICE &amp; OJT</b>	85% 1st 6 months 65% 2nd 6 months 45% remaining months	85% 1st 6 months 65% 2nd 6 months 45% remaining months	\$650 1st 6 months \$507 2nd 6 months \$366 3rd 6 months \$151 remainder	85%-1st 6 months 65% 2nd 6 months 45% remaining months
<b>CORRESPONDENCE TRAINING</b>	Reimbursed 55%	Reimbursed 100%	<b>Spouse:</b> reimbursed 55% <b>Child:</b> no benefits for corres. training	Reimbursed 55%
<b>TUTORIAL ASSISTANCE</b>	Yes. Maximum \$1200. Not more than \$100 per month. No entitlement charge for first \$600.	Yes. Maximum \$1200. Not more than \$100 per month. No entitlement charge for first \$600.	Yes. Maximum \$1200. Not more than \$100 per month. No entitlement charge.	Yes. Maximum \$1200. Not more than \$100 per month. No entitlement charge for first \$600.
<b>MONTHLY VERIFICATION</b>	IHL & NCD	NCD only VAF 22-8979	NCD only VAF 22-8979	Before 6-1-02 NCD only IHL & NCD effective 6-1-02
<b>BARS TO BENEFITS</b>	Can not receive benefits : 1) Concurrently under two programs . 2) On active duty for a course paid for in whole or part by the Armed Forces. 3) For course paid for by the Federal Government under the Government Employee' Training Act.			
	Not eligible if: Service Academy graduate or ROTC commissioned officer who received ROTC scholarship <b>unless</b> eligible before commissioned or the scholarship was \$3400 or less in any one year while under the ROTC program.		Not eligible if: On active duty <b>except</b> for brief periods of active duty for training.	Not eligible if: 1) Receive ROTC scholarship financial assistance. 2) <½-time and in receipt of military tuition assistance.

# FORMS

[illegible]

# Forms List

These are the forms you are most likely to see as a certifying official. Most VA forms are available on the VA website located at [www.gibill.va.gov](http://www.gibill.va.gov). Enrollment Certificates VA Form 22-1999 and Changes in Student Status, VA Form 22-1999b are not on the website. Contact your ELR or publications unit at the local regional office for these forms

<b>DD-214</b>	Discharge from Military Service
<b>NOBE</b>	Notice of Basic Eligibility
<b>21-686c</b>	Declaration of Status of Dependents
<b>21-674</b>	Request for Approval of School Attendance
<b>21-8924</b>	Application of Surviving Spouse or Child for REPS Benefits
<b>21-8926</b>	Certification of School Attendance - REPS
<b>22-1990</b>	Application of Education Benefits
<b>22-1990t</b>	Application and Enrollment Certification for Individualized Tutorial Assistance
<b>22-1995</b>	Request for Change of Program or Place of Training
<b>22-5490</b>	Application for Survivors' and Dependents' Education Assistance
<b>22-5495</b>	Request for Change of Program or Place of Training
<b>22-1999</b>	Enrollment Certification -Completed only by the School Certifying Official (SCO)
<b>22-1999b</b>	Notice of Change in Student Status Completed by SCO
<b>22-8794</b>	Designation of Certifying Official(s)
<b>22-8873</b>	Supplemental Information for Change of Program or Reenrollment after Unsatisfactory Attendance, Conduct or Progress
<b>22-8979</b>	Student Verification of Enrollment. This form is to be eliminated. Verification will be done using phone or internet.
<b>28-1900</b>	Disabled Veterans Application for Vocational Rehabilitation
<b>28-1905</b>	Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status

A description of the use for each form follows.

## **MILITARY FORMS**

### **DD-214**

The DD-214 is the veteran's discharge or separation papers. You need to ask for Member Copy 4. This is indicated on the bottom of the form, and this form shows the individual's type of discharge and reason for discharge.

### **NOBE**

The NOBE is a Notice of Basic Eligibility. This is a temporary eligibility certificate that is issued to individuals in the active Selective Reserves or National Guard who have established eligibility for Chapter 1606, but whose computer record has not yet been updated to show the eligibility.

## **VA FORMS**

### **21-686C - Declaration of Status of Dependents**

Is used to notify VA of a veterans' dependents, including spouse, children, step-children and adopted children. Only some Chapter 30 veterans and those applying for Vocational Rehabilitation are entitled to additional payment for dependents.

### **21-674 - Request for Approval of School Attendance**

Is used for each dependent child between the ages of 18 and 23 if the child is attending school or if the child is permanently disabled. This is used only for dependents of some Chapter 30 veterans and those applying for Vocational Rehabilitation.

### **21-8924 - Application of Surviving Spouse or Child for REPS Benefits**

(Restored Entitlement Program for Survivors)

This form is used by certain spouses and school children to apply for benefits under the Restored Entitlement Program for Survivors (REPS). This program restores certain Social Security benefits that were reduced or terminated by Public Law 97-35. Claimants under this program should submit their applications to the St. Louis Regional Office, 400 So. 18<sup>th</sup> Street, St. Louis, MO 63103.

### **21-8926 - Certification of School Attendance - REPS**

Form 21-8926, Certification of School Attendance REPS, will be sent to the student no later than 30 days after commencement of scheduled attendance. It must be completed by the school certifying official and returned to VA within 30 days or further REPS payments will be discontinued.



## 22-1990 - Application For Education Benefits

(Chapters 30 and 32, title 38, U.S.C., Section 903, Public Law 96-342, Chapter 1606, title 10, U.S.C.)

This is an original application to be used by servicepersons, veterans, and reservists to apply for the following VA education benefits; VEAP (Chapter 32), Non-Contributory VEAP (Section 903), Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30), and Montgomery G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606). If an applicant is on active duty, Part II must also be completed by the serviceperson's Education Services Officer.

### 22-1990t-Application and Enrollment Certification for Individualized Tutorial Assistance

Form 22-1990t, Application and Enrollment Certification for Individualized Tutorial Assistance, is a multipurpose form. It combines an application for tutorial assistance from the claimant and a certification of the need for tutorial assistance from the institution. All claims for tutorial assistance are to be made on Form 22-1990t. An individual claim may be submitted at the end of each month or the claim may be delayed and cover more than 1 month. However, tutorial assistance may be authorized only for tutoring received within the 1-year period prior to the date the claim was received in VA. In no case may the allowance of any one month exceed \$100.

### 22-1995-Request for Change of Program or Place of Training

The Department of Veterans Affairs (VA) Education Service has been provided a General Counsel opinion which states enrollment certifications reflecting a change of program or place of training may be accepted by VA if the student countersigns it. In these instances, it is not necessary for the student to complete VA Form 22-1995, Request for Change of Program or Place of Training.

#### **What you should do:**

In those cases where the Enrollment Certification (VA Form 22-1999) represents a change from the student's previous school or program, Enter the statement, "**I request a change of program of place of training**" in the Remarks section of the enrollment certification and have the student sign it before submitting it. This procedure may be applied to any paper enrollment certification sent to VA.



**VA-ONCE** Schools using electronic certification (VA-ONCE) may annotate the student's request in the Remarks block of the electronic enrollment certification. The schools must enter, "Student's signed request for this change of program or place of training on file" in the Remarks block.

**IMPORTANT:** Schools using VA-ONCE must have a signed copy of the form **or** any other signed request for this change from the student in the student's folder.

If the new program or place of training requested by the student on the VA-ONCE generated enrollment certification is not approved, St. Louis may request a copy of the document signed by the student requesting the change from the school before disallowing the claim.

During on site and remote compliance surveys, Education Liaison Representatives and Education Compliance Survey Specialists will check the student records to verify the proper signatures are in the students' folders.

## **22-5490 - Application for Survivors' and Dependents' Educational Assistance (Chapter 35)**

This application is to be used by eligible spouses, surviving spouses, and children of veterans who died while on active duty or as a result of a service-connected condition and dependents of veterans who are permanently and totally disabled due to a service connected condition, to apply for education benefits.

## **22-5495 - Request for Change of Program Or Place Of Training: Survivors' And Dependents' Educational Assistance**

The Department of Veterans Affairs (VA) Education Service has been provided a General Counsel opinion which states enrollment certifications reflecting a change of program or place of training may be accepted by VA if the student countersigns it. In these instances, it is not necessary for the student to complete VA Form 22-5495, Request for Change of Program or Place of Training, Survivors' and Dependent's Educational Assistance.

### **What you should do:**

In those cases where the Enrollment Certification (VA Form 22-1999) represents a change from the students previous school or program, Enter the statement, "**I request a change of program of place of training**" in the Remarks section of the enrollment certification and have the student sign it before submitting it. This procedure may be applied to any paper enrollment certification sent to VA.



**VA-ONCE** Schools using electronic certification (VA-ONCE) may annotate the student's request in the Remarks block of the electronic enrollment certification. The schools must enter, "**Student's signed request for this change of program or place of training on file**" in the Remarks block.

**IMPORTANT:** Schools using VA-ONCE must have a signed copy of the form **or** any other signed request for this change from the student in the student's folder.

If the new program or place of training requested by the student on the VA-ONCE generated enrollment certification is not approved, St. Louis may request a copy of the document signed by the student requesting the change from the school before disallowing the claim.

During on site and remote compliance surveys, Education Liaison Representatives and Education Compliance Survey Specialists will check the student records to verify the proper signatures are in the students' folders.

## **22-1999 - Enrollment Certificate**

The certifying official will generally be certifying the student's entry into training by completing an Enrollment Certification, VA Form 22-1999. **DO NOT GIVE THIS FORM TO YOUR STUDENTS TO FILL OUT!** Certifying officials should note all of the certifications listed on the reverse side of the form. Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school's or training facility's certifying official and received by VA. In limited instances involving telephone inquiries or special hardship cases, a verbal certification by the certifying official may be accepted. Written confirmation, however, should follow. If an Advance Payment is delivered to the student, a VA Form 22-1999v, Certification of Delivery of Advance Payment and Enrollment (COD), must also be submitted within 30 days after the student begins training. It is recommended that the certifying official make a copy of any VA Form 22-1999v completed as evidence of having submitted that certification.

Supplies of VA Form 22-1999 are distributed to all institutional certifying officials by the VA regional processing office or ELR. Contact your ELR to obtain the form. It is not available from the VA web site.

## **MAILING AND TRANSMITTING ENROLLMENT CERTIFICATIONS**

Education claims are processed in St. Louis. The address is:

**Department of Veterans Affairs  
VA Regional Processing Office  
PO Box 66830  
St. Louis, MO 63166**

Enrollment certifications can be submitted up to 120 days before the term begins, unless training time is less than ½-time or the veteran is on active duty. If a student is less than ½-time or on active duty, the Enrollment Certification must be submitted on or after the first day of class and tuition and fees must be reported. Enrollment Certifications for flight training must also be submitted on or after the first day of training. (See page 73 for step by step instructions.)

**NOTE:** There will be a small number of certifications VA's computer systems won't accept before the term starts. When this happens, we will hold the certification and input it after the term begins.



**VA-ONCE:** If an original application (22-1990 or 22-5490) must be filed, you may transmit the 1999 electronically. **IMPORTANT:** In remarks state the application was mailed or transmitted electronically and the date sent. When sending subsequent enrollments, do not enter anything in the 1999's remarks section unless it's required or absolutely necessary. Use those remarks exactly as they are described.

Electronic 1999s are processed by VA's Electronic Certification Automated Processing (ECAP) program. Some 1999s can be processed by ECAP the day they are received. If there's an entry in the remarks section, ECAP can't process the 1999 completely. It can only input the 1999's data into a "pending issue file" and refer the 1999 to an adjudicator to review and to finish. Some examples of unnecessary remarks are: Confirmed Enrollment, Summer 1999, full-time, overlapping terms, accelerated terms, and Chapter 30.

Keep in mind that ECAP can currently only process up to 3 separate enrollment lines per enrollment certification. Please try to limit your electronic submissions to 3 enrollment lines at a time. However, it is important to list each term separately. For instance, don't combine the academic year into one line if the student is taking the same number of hours each quarter or semester. Each quarter or semester should be reported on a separate line. As enhancements are made to ECAP, a larger and larger percentage of 1999s will be processed by machine. We are working on improvements that would also allow processing of 1999bs.

## SUPPLEMENTAL AND CONCURRENT ENROLLMENTS

A student may take courses at more than one school that apply to his or her degree. The school that will grant the degree is the student's "parent" school. All other schools are "secondary" schools.

VA can pay benefits for courses taken at secondary schools. If the student is enrolled at the secondary school, VA will pay for the credits taken at the secondary. If the student is enrolled at the parent and the secondary school at the same time ("concurrent"); VA will pay for the combined credit, taking overlapping enrollment dates into account.

### If You're the "Parent" School

If a student takes courses elsewhere that satisfy requirements of a degree he or she is pursuing at your school, then you are the parent school and the other school is the secondary school. Prepare a letter (hereafter called a "parent school letter") addressed to the VA Certifying Official at the secondary school. Mail, e-mail, or let the student hand carry the letter to the secondary school. **Keep a copy of the letter in the student's file.** The letter must:

1. Identify the student (name and social security number) as a student at your school (name and facility code) pursuing a <insert name of program>.

2. State, "The courses listed below satisfy *<insert name of program>* requirements and will transfer at full value to *<insert name of your school>*."
3. List the courses the student is or will take at the secondary school that your school will accept as transfer credit towards the student's program.

Ensure a transcript is obtained from the secondary school and that transfer credit is granted, grades permitting. When a compliance survey is conducted, your records will be reviewed to see if the course applied to the student's program and to see if transfer credit was granted, grade permitting. When certifying a student, the parent school only certifies those credits taken at the **parent** school. The parent school also must notify VA of any changes of enrollment at the **parent** school. The secondary school must report credits taken at the secondary school and any changes in enrollment at the secondary school.

### If You're the "Secondary" School

If a student takes courses at your school that will apply to a degree the student is pursuing elsewhere, you are the secondary school and the other school is the parent school. **The student's parent school will send you a parent school letter.** Mail an *Enrollment Certification* or transmit a 1999 for the student as you would for any veteran student (remember tuition and fees), except:

1. Only certify courses listed in the parent school letter.
2. Enter "Supplemental enrollment, see remarks" for name of program.
3. Enter "NA" for Credit Allowed.
4. **IMPORTANT:** In remarks, write: "Supplemental enrollment. Parent school letter from *<insert name and facility code of parent school >* is on file. Student taking *<insert the course number, course title, and number of credits of each course you certified>*."
5. Secondary schools must report all changes in enrollment for students they have certified. Only report changes in enrollment at your school. **Do not report any changes in enrollment at the parent school.** It is the responsibility of the parent school to report any changes in enrollment at the parent school. Mail a *Notice of Change in Student Status* or transmit a 1999b to VA. Complete notices of change as you would for any veteran student, but in remarks include the statement: "Change in supplemental status. *<Insert name of parent school>* is parent school." Keep copies of all secondary enrollment paperwork. As a courtesy, mail copies of secondary enrollment certifications and notices of change in student status to the parent school. Annotate the copy "File copy FYI".
6. In VAONCE you will adopt the student, put a check mark in the guest student block

**NOTE:** E-mail parent school letters are fine but **please do not e-mail them to the VA.** You send the e-mail to the supplemental school with the information in the parent school instructions and a copy of the message must be kept by the parent school in the students file.

**PARENT SCHOOL LETTER  
(Suggested Format)**

NAME AND ADDRESS OF  
PRIMARY/PARENT INSTITUTION

Date

NAME AND ADDRESS OF  
SUPPLEMENTAL INSTITUTION

This is to certify that **(Student's Name)**, **(Claim Number)** whose major is **(Name of Program)**, may enroll in the following courses at **(Name of Supplemental Institution)** during the **(Show the term, fall, spring, etc.)**, 20\_\_.

List of course(s) by title and number:

Student **(IS/IS NOT)** concurrently certified at this school in **(Number of Hours)** for the period **(Beginning through ending date of period enrolled)**.

The number of hours of previous training that apply are **(Insert prior credit)**.

**SIGNED BY THE CERTIFYING OFFICIAL**

**TELEPHONE NUMBER**

See pages 75 and 76 for step by step instructions on how to complete VA for 22-1999.

## **22-1999b - Notice of Change in Student Status**

Whenever there is any change in a student's enrollment status from what had previously been reported to VA, it is the school's responsibility to report such change promptly using VA Form 22-1999b. The student's benefits will be adjusted by VA in accordance with how this form is completed. Therefore, it is very important that all items as appropriate be completed accurately by the certifying official to reflect the actual enrollment changes a student may make. The data included on this form are generally in accordance with the same procedures used for completion of the Enrollment Certification, VA Form 22-1999.

*Note:* VA Form 22-1999b, Notice of Change in Student Status, is used to notify VA of changes to previously certified periods of enrollment. It is not to be used as an Enrollment Certification for subsequent periods of enrollment.

## HOW TO SUBMIT TERMINATIONS AND ADJUSTMENTS

The *Notice of Change in Student Status* (VA Form 22-1999b) is divided into two distinct parts: adjustment and termination.

- **Adjustment** means a change needs to be made to the data previously certified. The day the change is effective and the type of adjustment should be reported. If training time drops to less than ½-time, tuition and fees must be reported.
- **Termination** means the student is no longer in school. The last date of attendance and the reason for termination should be reported.

## DROPS AND WITHDRAWALS

All withdrawals must be reported. Reductions do not have to be reported unless training time changes. If a student certified for 15 credits drops a course, it isn't necessary to report the change unless applicable credits drop below 12. If a reduction drops a student to less than ½-time, tuition and fees must be reported. Be careful with nonstandard enrollment period reductions.

**NOTE:** Changes in tuition and fees must be reported for students on active duty or training at less than 1/2-time even if there is no change in the actual training time.

If a student withdraws during the college's drop-add period, identify the adjustment or termination as "during drop period". The drop-add period is the period at the beginning of the quarter or semester when a student can withdraw from a course and the withdrawal or termination is not recorded on the student's transcript. A drop date **can not be more than 30 days** from the beginning date of the quarter or semester for VA purposes.

If a student withdraws after the drop period, report the adjustment or termination as "after drop period–nonpunitive grades assigned" or "after drop period–punitive grades assigned" as appropriate. A nonpunitive grade is a grade that is not calculated into the student's grade point average. A punitive grade is a grade that is calculated into the student's grade point average. Accurately identify whether the grade is nonpunitive or punitive. The action VA takes differs for nonpunitive and punitive grades. If the grade is nonpunitive mitigating circumstances are an issue. Check "Yes", "No", or "Unknown" in the mitigating circumstances box.



**VA-ONCE:** Terminology is slightly different in VA-ONCE; for example, "during drop-add period", "after drop-add NP" (nonpunitive), and "after drop-add P" (punitive).

## REPORTING INCOMPLETES TO VA

Reporting the assignment of an "I" (Incomplete) grade to VA will depend on several factors.

- Does the "I" grade remain as or change to a nonpunitive grade if the student fails to complete the course within one year **and**

- Does the reduction impact training time.

An "I" grade that will change to a **punitive** grade if the student does not complete it is **not reported** as a reduction in training to VA. Any "I" grade that will remain nonpunitive in nature must be reported if it results in a reduction in training time.

*Note: Punitive grades are used to calculate the students GPA. Nonpunitive grades do not impact GPA.*

**Example 1:** A student taking 12 credits during the Fall Semester receives an "I" grade in a 4 credit course. The "I" will become a punitive "F" grade if not completed by the end of the spring semester.

**What you should do:** Do not report the "I" grade to VA since it will change to a punitive grade.

**Example 2:** A student enrolled taking 12 credits during the Fall Semester receives an "I" grade in a 4 credit course. The "I" grade will remain indefinitely unless the student completes the course. The "I" is not used in determining GPA and is therefore a nonpunitive grade.

**What you should do:** Report a reduction effective the last day of the term from 12 credits to 8 credits. In the remarks section please put: "This reduction is being reported because a nonpunitive "I" grade was assigned."

**Remember:** Provide tuition and fees information whenever the training time falls below ½ time.

**When/if the student completes the course:** If the "I" grade is replaced in the student's academic record with a creditable passing grade **or** with a **punitive** failing grade, you must report the grade change. Report to VA an increase in training time, from 8 credits to 12 credits, effective the last day of the Fall Semester. In the remarks section put: "This change in enrollment status is to inform you of the replacement of an "I" grade previously reported."

## **IMPORTANT NOTICE!!**

**WHEN YOU REPORT A CHANGE IN TRAINING TIME TO VA BE SURE TO ADVISE US HOW TO PAY ANY SUBSEQUENT TERM THAT HAS BEEN CERTIFIED.**

**Example:** Your school certified a student for Fall Semester, 8-25-04 to 12-23-04 at 12 credits and for spring semester 1-3-05 to 5-21-05 at 12 credits. The student withdraws from a 4 credit class 11-22-04 and a non punitive "W" grade is assigned. The student continues spring semester taking 12 credits.

**What you should do:** Transmit or send a change in status showing the reduction to 8 credits effective 11-22-04. If there are mitigating circumstances, indicate so on the enrollment. **In the remarks section of the form** state the student continues to be enrolled 1-3-05 to 5-21-05 taking 12 credits. You may also provide a statement of mitigating circumstances in the remarks section if you know them.

**If you do not include the statement** "*student continues to be enrolled 1-3-03 to 5-21-03 taking 12 credits*" in the remarks section VA will reduce the students award to ½ time (for 8 credits) from 11-22-04 through 5-12-05.





**VA-ONCE:** When you **terminate** the fall semester and a subsequent enrollment period has already been certified, when you click on "Submit" a window will ask, "Is the student attending period(s) "1-3-03 to 5-21-03" If you choose yes, VA-ONCE will repeat those terms as previously certified and VA will not change what you certified for the subsequent period(s). If you choose "cancel", VAONCE will terminate all subsequent enrollment periods. It will not automatically reduce subsequent terms. You must change and submit reductions for each.

## **22-1999V, Certification of Delivery of Advance Pay**

This form is used to verify that the student has received the advance pay from the school, and that the student is registered. The student signs the 22-1999V after registering, and after receiving the advance pay, and the school returns the 22-1999V to VA.

## **22-8794 - Designation of Certifying Official(s)**

This form is completed by a responsible official with the authority to designate certifying officials for the school or training establishment.

This form must be completed whenever there is a change in any of the information.

**IMPORTANT:** Include the names, titles and signatures of all certifying officials, not just the changed information.

The ELR for your state is responsible for processing changes in certifying officials. Send the completed form to your ELR. You should also notify your State Approving Agency. (SAA)

## **22-8873 - Supplemental Information for Change of Program or Reentrance after Unsatisfactory Attendance, Conduct or Progress**

When counseling has not been requested on VA Form 22-1995 and no or insufficient evidence is on record for VA to determine eligibility for resumption of benefits, a VA Form 22-8873, Supplemental Information for Change of Program or Reenrollment After Unsatisfactory Progress or Conduct, will be sent to the student. This form requests information relative to the cause for unsatisfactory progress or conduct, its removal, and the suitability of the program to be pursued.

# **Vocational Rehabilitation Forms**

## **28-1900 - Disabled Veterans Application for Vocational Rehabilitation**

**(Chapter 31, Title 38, U.S.C.)**

This application is used by veteran to apply for Vocational Rehabilitation benefits. If the veteran is found eligible, VA will schedule an appointment with a counseling psychologist for an initial evaluation to establish the veteran's entitlement to Vocational Rehabilitation.

## **28-1905-Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status**

The veteran's entrance into rehabilitation is authorized with VA Form 28-1905. This form is valid for the period designated by the case management contractor. The school will receive the VA Form 28-1905 (copies 1, 2, 3 and 4) after the veteran has completed rehabilitation counseling. If an advance payment has been approved, the certifying official will find that indication in Section B of the form. If the advance payment has been approved, the certifying official should complete Section C of the form based upon the early registration data available. The completed VA Form 28-1905 should then be returned to the case management contractor. If advance payment is not approved, the certifying official may complete Section C of the form as verification of the veteran's entrance into training up to 30 days prior to the beginning date of the enrollment period. The school copy of VA Form 28-1905 should be removed and kept as part of the school records and the veteran's copy should be removed and given to the student before returning copies 1 and 2 to case management contractor.

Reports of changes in the enrollment status of a Chapter 31 program participant are required in the same circumstances as applicable to students training under any other VA educational assistance program.

Since no special form has been issued by VA for reporting changes in enrollment for a Chapter 31 trainee, the certifying official may use VA Form 22-1999b with the annotation, "Chapter 31 Trainee" added in the top margin of the form. Send the form to the case management contractor.

# CERTIFICATION-Step by Step

The following certifications are samples of the correct and incorrect way to submit various enrollment types. The most important change is certification for the entire school year. It is particularly important to list each term separately.

## The Certification Process Step by Step:

1. **Name of Student:** Please include middle initial.
2. **File Number:** Usually the Social Security Number. For chapter 35 students the file number will be the parent's file number with a letter after it.
3. **Current Address.** NOTE: This will not change auto deposit.
4. **Students Social Security Number.** Enter here only if different from #2
5. **Type of Training:** Check appropriate box.
6. **Name of Program:** Degree, major or certificate program name.
7. **Credit Allowed For Previous Civilian or Military Training and Experience:** Report only those credits that would shorten the length of the training program listed in 8.
  - ☞ Must be completed for all students
  - ☞ If prior training is still being evaluated enter "Pending" We will pay benefits for 2 semesters or 3 quarters.
  - ☞ If there is no credit allowed enter "None" or "0"
  - ☞ If credit is given, enter number of credits or clock hours applied to reduce the training time required to complete the program.
  - ☞ DO NOT report credits that will not count toward graduation requirements of the current program.

**IMPORTANT: If we are paying benefits it is not necessary to send us notice prior credit information immediately. Just report it on the next enrollment certification. If benefits are not being paid then you can provide the prior credit information using our website Ask a Question, Find Answers. (See page 85)**
8. **Enrollment Effective Dates:** Report the starting date and ending date of each term on a separate line. On VA-ONCE do not exceed more than 3 lines per certification. You may certify up to one full school year on a single certification. Whenever possible, certify the entire school year. You should not certify more than one year on a certification. Enrollments can be sent up to 120 days before the start of the term.
9. **Credit Hour Courses:** Show credits in appropriate block. Independent study courses are measured the same as in residence. There are no longer restrictions on the number of independent study courses taken per term.

10. **Clock Hour Courses:** Show the hours per week. Practical training, Internships, Practums etc. offered in credits can also be reported in clock hours if it will increase training time. We will pay the highest benefit possible to the students.

11. **Charges for Period of Instruction:** Show the tuition and fee charges when the student is less than ½ time or on active duty.

12. **Training Time Graduate or Advanced Professional:** School must tell us the training time for all graduate or advanced professional students. Payment rate is based on training time school tells us, not the number of credits.

13. **Advance Payment Request:** Student must sign a request for advance payment. The request must be received by VA at least 30 days prior to the start of classes.

14. **Remarks:** Use only when needed to explain a complicated enrollment. It is important to show any breaks that occur during a nonstandard term.

16A. **Signature and Title of Certifying Official:** Must be a person listed on VA Form 22-8894 "Designation of Certifying Official(s)."

18B. **Name and Address of School or Training Establishment:** Please include your facility code in this box along with name and address.

18C **Telephone Number of Certifying Official:** Please provide your phone number so if there is a question on the certification it will be easy to contact you.

16D. **Date Signed:** Chapter 30 and advance pay requests and continuous enrollments for other chapters may be sent up to 120 days in advance.

16 E. **Facility Code:** The facility code is an 8 digit number assigned by the VA. VA-ONCE will automatically insert the number. Your ELR can provide you with the number if you do not know it.

**AVOID PROBLEMS  
SPEED PROCESSING  
USE VA-ONCE**

# Call Up Questions and Answers

## Effect of Call-Up to Active Duty on VA Education Benefits

### Montgomery GI Bill-Selected Reserve (Chapter 1606)

**What if the student is receiving chapter 1606 benefits, is called up and has to drop out of school without receiving credit?**

- The student is entitled to chapter 1606 benefits through the date he/she dropped out of school.
- If called up under title 10 (federal authority), VA will restore the students entitlement charged for the period the student received benefits. For example, students in school one month and had to drop out, would keep the money for that period and VA will add back a month to their entitlement for them to use at a later time. Students called up under title 32 (State authority), do not receive the entitlement restoration benefit.
- If a student has been overpaid education benefits, VA will not pursue collection action if deployed to a combat area.

**What is the effect of call-up on the period of eligibility for chapter 1606 students?**

Students activated for even one day under title 10, are eligible to have VA extend their period of eligibility by the period of your active duty plus 4 months. They receive a separate extension for each call-up. This extension is not available if they are called up under title 32. Students will need to provide VA with a copy of their DD214 to have the delimiting date extended

**Can students continue to use chapter 1606 after they have been called up?**

In general yes. This is a decision by the students military component. Since DOD determines eligibility for chapter 1606, continued payment would depend on whether the students unit kept the student eligible in their system. We have not seen any cases yet where eligibility was terminated because of a call up.

**What documentation should the school send to VA?**

Schools should report all withdrawals or reductions in training time on VA Form 22-1999b. It is important that you report the actual date of withdrawal. In the remarks section indicate "Called to active duty." Do not use the first day of the term (Unless the student actually withdraws the first day of the term) even when all tuition and fees will be refunded and the transcript will show no record of the students enrollment. If possible, send us a copy of the students orders. Do not send us lists of students activated. A separate 22-1999b must be completed for each.

## Montgomery GI Bill (Active Duty) (Chapter 30)

### Questions affecting those already eligible for chapter 30

#### **What if a student is receiving chapter 30 benefits, is called up and has to drop out of school without receiving credit?**

- The student is entitled to chapter 30 benefits through the date he/she dropped out of school.
- If the student is called up under title 10 (federal authority), VA will restore the entitlement you were charged for the period that you received benefits. For example, if students are in school one month and have to drop out, they keep the money for that period and VA will add back a month to their entitlement for use at a later time. If called up under title 32 (State authority), they don't receive the entitlement restoration benefit.
- If a student has been overpaid education benefits, VA will not pursue collection action if deployed to a combat area.

#### **What if the student is already on active duty and must stop school due to a new duty assignment or increased workload?**

The same principle applies as if the student were called up to active duty. They are entitled to chapter 30 benefits through the date they dropped out and are entitled to the entitlement restoration benefit.

#### **What are the effects of call-up on the students period of eligibility?**

The period of eligibility (commonly called your delimiting period) is extended from the students last date of discharge or release from active duty provided they serve at least 90 days on active duty. There is an exception to the 90-day requirement if discharged or released for a service connected disability, for a non-service connected medical condition which preexisted the later active duty service, for hardship, or because of a reduction in force for the convenience of the government. A student would not receive this extension of eligibility if called up under title 32 (State authority) for operational purposes within your State. Students will need to provide VA with a copy of their DD214 to have the delimiting date extended

#### **Can the student receive chapter 30 benefits during the call-up period?**

Yes, if they established chapter eligibility before the call-up. **NOTE:** *It is important to remember chapter 30 students on active duty are only reimbursed for tuition and fees. If your school is not going to charge the student, no benefit would be payable after the date they are called to active duty.*

#### **What documentation should the school send to VA?**

Schools should report all withdrawals or reductions in training time on VA Form 22-1999b. It is important that you report the actual date of withdrawal. In the remarks section indicate "Called to active duty." Do not use the first day of the term (Unless the student actually withdraws the first day of the term) even when all tuition and fees will be refunded and the transcript will show no record of the students enrollment. If possible, you and send us a copy of the students orders. Do not

send us lists of students activated. A separate 22-1999b must be completed for each student. You should notify us of chapter 30 students who will remain enrolled in school, the date activated and tuition and fees for the term.

## **Montgomery GI Bill (Active Duty) (Chapter 30)**

### **Questions affecting those not already eligible for chapter 30**

**Can a student called up for less than 2 years under title 10 and who has never established chapter 30 eligibility become eligible for the benefit?**

Service resulting from call ups under title 10 is generally not qualifying for chapter 30.

**What if the student is called up for 2 years or more?**

These students will be eligible for chapter 30 in most cases unless they decline chapter 30 in writing.

**What if the student was initially called up for less than 2 years but is extended so that they do serve at least 2 years?**

In most cases, they will be eligible for chapter 30.

**Does the military collect \$1,200 from if they are going to be eligible for chapter 30?**

Yes.

**Can students use the same period of active duty to establish eligibility under both chapters 30 and 1606?**

No. One period of service can only be used to establish eligibility to one program or the other. The student can choose whichever is best in their best interest.

**Can students receive chapter 30 benefits while called up?**

If they are establishing eligibility based on the call-up period, they must wait until they have served 24 months to use benefits. If already eligible for chapter 30 when they were called up, they may begin using benefits immediately. **NOTE:** *It is important to remember chapter 30 students on active duty are only reimbursed for tuition and fees.*

**What if the student is in the National Guard and is called up under title 32?**

Such service may be qualifying for chapter 30 if it is for the purpose of organizing, administering, recruiting, instructing, or training the National Guard.

**Can students called up contribute \$600 while on active duty and receive an increase in their chapter 30 benefits?**

Yes if they are already eligible for chapter 30 and they first entered active duty after June 30, 1985. Otherwise No.

## **VEAP (Veterans Educational Assistance Program -- Chapter 32)**

**What if the student is receiving chapter 32 benefits and is called up and has to drop out of school without receiving credit?**

- The student is entitled to chapter 32 benefits through the date he/she dropped out of school.
- If the student is called up under title 10 (federal authority), VA will restore the entitlement you were charged for the period that you received benefits. For example, if students are in school one month and have to drop out, they keep the money for that period and VA will add back a month to their entitlement for use at a later time. If called up under title 32 (State authority), they don't receive the entitlement restoration benefit.
- If a student has been overpaid education benefits, VA will not pursue collection action if deployed to a combat area.

**What if the student is already on active duty and must stop school due to a new duty assignment or increased workload?**

The same principle applies as if the student were called up to active duty. They are entitled to chapter 32 benefits through the date they dropped out and are entitled to the entitlement restoration benefit.

**What are the effects of call-up on the students period of eligibility?**

The period of eligibility (commonly called your delimiting period) is extended from the students last date of discharge or release from active duty provided they serve at least 90 days on active duty. There is an exception to the 90-day requirement if discharged or released for a service connected disability, for a non-service connected medical condition which preexisted the later active duty service, for hardship, or because of a reduction in force for the convenience of the government. A student would not receive this extension of eligibility if called up under title 32 (State authority) for operational purposes within your State. Students will need to provide VA with a copy of their DD214 to have the delimiting date extended.

**Can the student receive chapter 32 benefits during the call-up period?**

Yes.

## **Dependents Educational Assistance (Chapter 35)**

**What if the student is receiving chapter 35 benefits and is called up and has to drop out of school without receiving credit?**

- Students are entitled to chapter 35 benefits through the date they dropped out of school.



- If the student is called up under title 10 (federal authority), VA will restore the entitlement you were charged for the period that you received benefits. For example, if students are in school one month and have to drop out, they keep the money for that period and VA will add back a month to their entitlement for use at a later time. If called up under title 32 (State authority), they don't receive the entitlement restoration benefit.
- If a student has been overpaid education benefits, VA will not pursue collection action if deployed to a combat area.

### **What are the effects of call-up on the students period of eligibility?**

If activated during under title 10, VA will extend the students period of eligibility by the period of active duty plus 4 months. Students will receive a separate extension for each call-up. This type of extension is in addition to the extension they would receive for their first period of military service which occurs between your 18th and 26th birthdays. Under the latter extension, the eligibility period would extend 8 years from the students release from active duty for this new period of service but not beyond your 31st birthday.

Example: The student is eligible for chapter 35 between his/her 18th and 26th birthdays. The student is called to active duty for 12 months from March 1, 2003, at age 20 and discharged on February 28, 2004. Because of the students first period of active duty, the period of eligibility would be extended 8 years from February 28, 2004. Because of the call-up, the student would receive one additional year plus 4 months. Students must provide VA with a copy of their DD214 to have the delimiting date extended

### **Can the student receive chapter 35 benefits during the call-up period?**

No. You may not receive chapter 35 benefits while you are on active duty.

### **What documentation should the school send to VA?**

Schools should report all withdrawals or reductions in training time on VA Form 22-1999b. It is important that you report the actual date of withdrawal. In the remarks section indicate "Called to active duty." Do not use the first day of the term (Unless the student actually withdraws the first day of the term) even when all tuition and fees will be refunded and the transcript will show no record of the students enrollment. If possible, send us a copy of the students orders. We need the orders to establish eligibility for restored eligibility. Do not send us lists of students activated. A separate 22-1999b must be completed for each student.

## To All Guard and Reserve Members

If you were activated under Title 10 U. S. Code and have served on active duty continuously for 24 months, you may now be able to qualify for MGIB Chapter 30 Active Duty Benefits. In order to qualify, you must:

- ***Have no active duty prior to 7/1/85***
- ***Have been called to active duty under Title 10 U. S. Code after 7/1/85***
- ***Have served a minimum of 24 months of continuous active duty***
- ***Complete DD Form 2366 Election to Participate in the MGIB Active Duty Program***
- ***Pay \$1200.00 to DFAS to enroll in the program***
- ***Have Honorable service for your active duty period***

**What's the difference between the Selected Reserve Benefit, and the Active Duty Benefit?**

<b>Selected Reserve Benefit</b>	<b>Active Duty Benefit</b>
<ul style="list-style-type: none"><li>• The Selected Reserve benefit currently pays \$282 per month for full time training.</li><li>• The Selected Reserve benefit must be used while you are actively drilling with your Guard/Reserve Unit. Once you leave the Guard/Reserve, your benefits end.</li><li>• The Selected Reserve benefit program does not allow payment for reimbursement of the cost of Licensing and Certification Tests.</li><li>• The Selected Reserve Benefit program also doesn't allow Accelerated Payments for high tech courses.</li><li>• There is no out of pocket cost involved to sign up for the MGIB Selected Reserve benefits program.</li></ul>	<ul style="list-style-type: none"><li>• The Active Duty benefit currently pays 2-year enlistees up to \$800 per month for full time training.</li><li>• The Active Duty benefit may be used any time up to 10 years after your last release from active duty.</li><li>• Active Duty claimants may be reimbursed up to \$2000.00 for the cost of Licensing and Certification Tests.</li><li>• Active duty claimants may qualify for Accelerated Payment of certain high tech courses leading to employment in a high tech industry.</li><li>• While on active duty, you may also contribute an additional \$600 to the MGIB program, which may increase your monthly payments by as much as \$150 per month for full time training.</li></ul>

# Payment for Licensing and Certification Testing

## How Much Can a Student Receive?

Certain individuals can receive reimbursement of up to \$2,000 per test but not more than the actual cost of the test. They can receive benefits to retake a test they failed. The number of tests they can take is unlimited, except that they can't receive benefits to retake a test they passed.

*Note: Their total months of entitlement to VA education benefits will be reduced each time they use their benefits for licensing and certification. To determine the charge to their entitlement, we divide the cost of the test by your monthly benefit rate for full-time training. For example, if your test costs \$400, and \$800 is your full-time rate, you'd use one-half month of entitlement (\$400/\$800).*

## Who is Eligible?

A student may receive this benefit if they are eligible for:

- ◆ The Montgomery G.I. Bill –Active Duty (also called the MGIB or Chapter 30; or
- ◆ VEAP (also called Chapter 32), or
- ◆ Dependents' Educational Assistance (also called DEA or Chapter 35).

**This benefit is not available for the MGIB for reservists,**

## How Does a Student Find Out if the Test Has Been Approved?

The student can find the approved tests at our Internet site, [www.gibill.va.gov](http://www.gibill.va.gov), on the Licensing and Certification page. If the test he or she is taking isn't on the approved list, we'll

## What's the Licensing and Certification Benefit?

The new licensing and certification benefit allows VA (Department of Veterans Affairs) to pay you, if you are eligible, for a test for a license or certification. You can receive reimbursement for approved licensing or certification tests you take on or after March 1, 2001. These tests must be specifically approved for the G.I. Bill. Note: VA can pay only for the cost of the test and not other fees connected with obtaining a license or certification.

## Will This Benefit Really Be a Good Deal For Students?

In today's business and government climate, having a license or certification can open doors for your students. A license is required for most professions, and for jobs that are subject to State or other government regulations. Certification is voluntary, but frequently sought after. That's because getting a certification can help you get, keep, or advance in a job. (By certification, we mean the certification the student gets by taking a specific test for a field of employment, not a certificate you receive for completion of training. However, you can also use your VA benefits for many school courses needed to obtain a license or certification.) In jobs from mechanics, installers, repairers to medical technicians to therapists to computer network engineers, Web site developers, and many, many others, certification plays a key role.

## How Does a Student Apply For Benefits?

Get the ball rolling by taking the test and applying for benefits. Simply do the following: Send a copy of the test results to the VA office that handles their education benefits. Attach a note with the following information:

- ◆ Their request for reimbursement
- ◆ Name and Social Security number or VA claim number

- ◆ The name of the test taken and the date taken.
- ◆ Name and address of the organization issuing the license or certificate (not necessarily the organization that administered the test)
- ◆ Cost of the test NOTE: Registration fees, preparation guides, processing fees, etc .will **not** be reimbursed.
- ◆ The following statement: "I authorize release of my test information to VA. If the student has never previously filed a claim for VA education benefits, you'll also need to submit an application for benefits. You can print either of the following forms from our Internet site.
- ◆ If the student is a veteran or on active duty, they need VA Form 22-1990. They can also complete and submit the VA Form 22- 1990 on-line. Just go to [www.gibill.va.gov](http://www.gibill.va.gov) and click on Electronic Application
- ◆ If the student is an eligible child or spouse, they need to complete VA Form 22-5490. Or call 1-888-GIBILL-1 (1-888-442-4551)and request the form.

# VA INTRODUCES A NEW WAY TO RESOLVE PROBLEM CASES.

Powered by **HIGH NOW**

For many years schools have been sending inquiries to VA using a special e-mail address set up for each of the Regional Processing Offices (RPO). We hope you have been satisfied with this service and that you will continue to inquire in writing when you have a veteran hardship case.

## **What is the purpose of this change?**

We plan on phasing out the RPO mailbox and replacing it with an existing Internet inquiry system on the education web page under the area called “Ask a Question and Answers” The main reason we need to switch to the Internet system is for security reasons. The e-mails we currently receive through the RPO mailbox are not secure from people trying to obtain social security numbers and other personal information on our veterans.

## **What does the Internet inquiry system do?**

The Internet inquiry system allows you to find answers to frequently asked questions without calling 1-888 toll free number. Claimants/Veterans who have been using the inquiry system are very pleased with the ease of using it. One of the most popular features is the search feature. This feature allows you to find answers to questions by category. We currently have added a category for certifying officials with regard to questions about VA-ONCE. To view these Q&A you must be logged on to the system as a School Official. We plan on expanding this feature with many more frequently asked questions pertinent to certifying officials. The inquiry system also allows users to ask VA questions not in the “Answers” area. If the answer is not available, or if you have a question on a certain student, you can send an inquiry to VA using “Ask a Question.”

## **What should I do now?**

In order to use the Internet inquiry system it is necessary to create an account. Instructions for creating your account start on page 91 of this guide. Please do not feel intimidated by the registration process! You only need to register once to use the system. Once you have your password you will use your login and password to access special information for school certifying officials and to submit inquiries on problem cases and read our replies.

## **How do I send an Inquiry?**

Once you have been registered, go the “Ask a Question and Answers” area of our website. Click on login. Enter your e-mail address and password. Once you are logged in, click on “Ask a Question” and fill out the form. If you have a problem case where payment is due, enter “School Certifying Official Hardship Case” in the subject line. Your inquiry will be handled on a priority basis (24 hours). If you have a general inquiry such as delimiting date or remaining entitlement, please do not identify it as a hardship case. You should receive a reply to your general inquiry in 3 to 5 working days. *NOTE: you will receive a system generated message when you submit your question advising you to expect an answer in 8 to 10 days.*

**IMPORTANT:** Responses to your inquiries are not e-mailed to you. You must go to the website, click on “Ask a Question and Answers” and login in order to view the answers. Responses to your inquiries will be in the area, “My Questions and Answers.” Click on the “Questions” button to see a listing of your inquiries.

## **Who do I contact if I have question?**

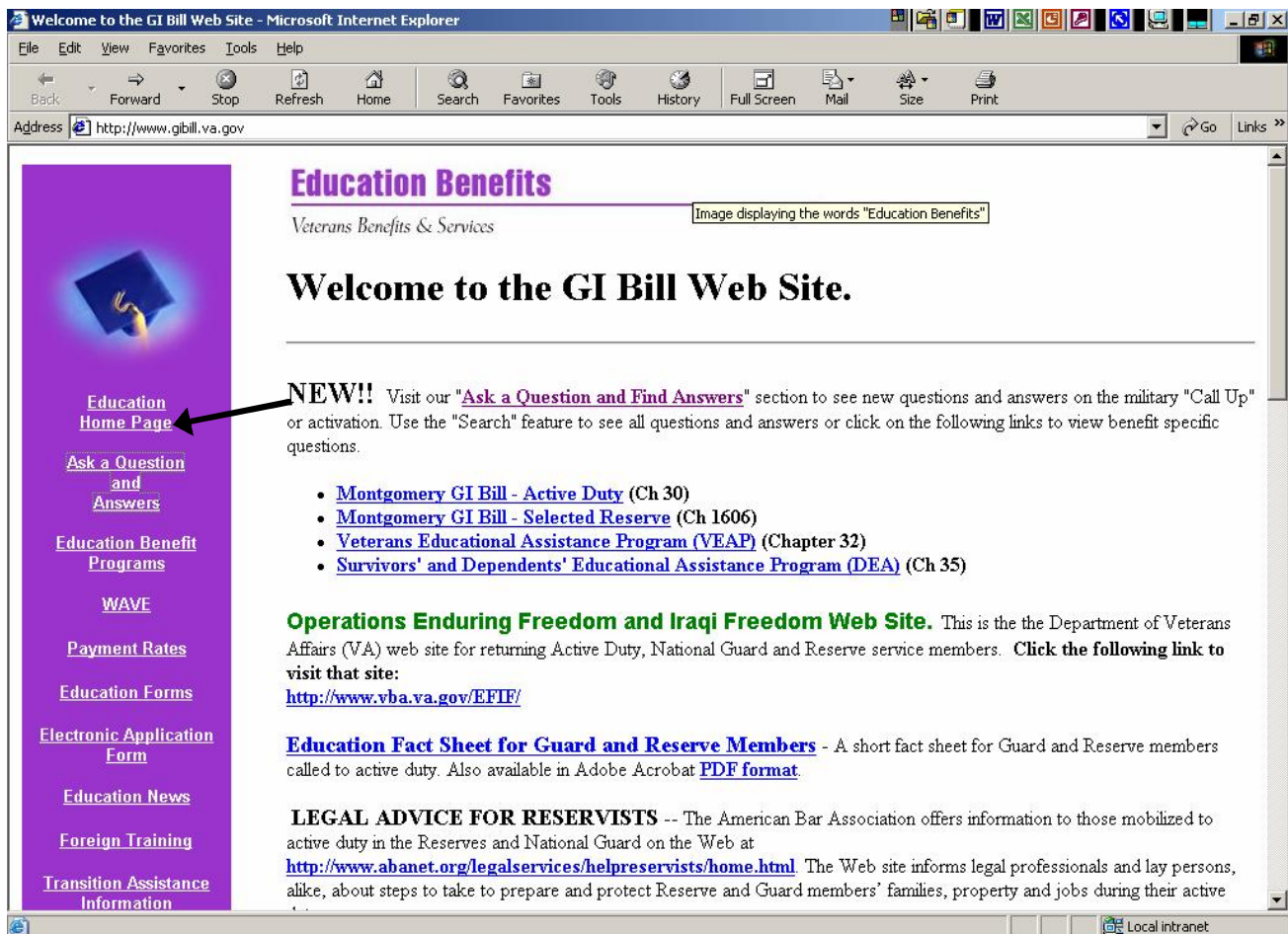
If you have any questions about the new inquiry system please call us toll free at 1-888-442-4551 or contact your ELR.

# HOW TO REGISTER TO USE THE VA INQUIRY SYSTEM.

The Education Service's Frequently Asked Questions web site provides a safe and secure way to correspond with the VA Regional Processing Offices. The site uses 128 bit data encryption to insure that the personal questions you ask and the answers we give will always remain confidential.

The following text and screens will lead you through the registration or enrollment process. We believe the process is straight forward and simple.

1. Point your web browser at our "Ask a Question and Find Answers" site. The easiest way to start is to visit our home page at [www.gibill.va.gov](http://www.gibill.va.gov) and click on the link to the FAQ site. (See Arrow below)





2. Once at the site **click the “Ask a Question” tab**. The page below will be displayed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Education Benefits' page. The address bar shows the URL: [https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/std\\_alp.php?p\\_sid=t6h9TWAg&p\\_lva=&p\\_sp=&p\\_li=](https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/std_alp.php?p_sid=t6h9TWAg&p_lva=&p_sp=&p_li=). The page title is 'Find Answers and Ask Questions (Page 1 of 6) - Microsoft Internet Explorer'. The page content includes a sidebar with links to 'Education Home Page', 'Education Benefit Programs', 'WAVE', 'Payment Rates', 'Education Forms', 'Electronic Application Form', 'Education News', 'Foreign Training', 'Transition Assistance Information', 'School Officials', 'Regulations & Policy', 'Links', and 'Postal'. The main content area is titled 'Education Benefits' and 'Veterans Benefits & Services'. It features a navigation bar with tabs: 'Support Home', 'Answers', 'Ask a Question', 'My Questions and Answers', 'Login', and 'Help'. Below the navigation bar is a search section with a 'Category' dropdown (set to 'All Categories'), a 'Search Text (optional)' input field, a 'Search' button, and 'Search by' and 'Sort by' dropdowns (set to 'Phrases' and 'Default Sort' respectively). The search results section shows '117 Answers Found' and 'Page: 1 of 6'. A table lists the subjects of the questions, with the first 16 items visible:

	Subject
1	Verify Enrollment
2	Can I contribute \$600 while on active duty and receive an increase in my MGIB-Ac
3	Months of Benefits Available
4	Are VA Education Benefits Taxable?
5	How long does it take to get my check after I verify enrollment?
6	Check Amount - Low
7	Scholarship or Grant
8	What are Dependent's Educational Assistance benefits?
9	Reserve Unit called up, am I eligible for the Montgomery G.I. BILL - Active Duty
10	Does the military collect \$1,200 from me if I am going to be eligible for MGIB-A
11	\$600 Contribution - "Buy-Up"
12	Can I receive benefits during the call-up period?
13	I am enrolled in school when will I receive my benefits from VA?
14	What if I am called up for less than 2 years under title 10.
15	Effect of call-up on period of eligibility for MGIB-Selected Reserve (chapter 16
16	I am receiving MGIB-Active Duty benefits and I was called up and had to drop out

On the above page click on the “Ask a Question” tab to display the page to begin your registration process.

3. Complete the page providing the following information:
  - **E-mail address** - Self explanatory
  - **Category** – from the drop-down list choose “VA-ONCE (School Officials ONLY)”
  - **Subject** – “School Official” – This is important since we use it to route this Inquiry to someone who can set-up your account.
  - In the block under “Subject” provide the name of your school and the VA Facility Code

Ask a Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Tools History Full Screen Mail Size Print

Address [https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/ask.php?p\\_sid=dE1RH\\_4h&p\\_va=8p\\_sp=cF9ncmlkc29ydD0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ\\*\\*8p\\_li=](https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/ask.php?p_sid=dE1RH_4h&p_va=8p_sp=cF9ncmlkc29ydD0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ**8p_li=) Go Links

**Education Benefits**

Veterans Benefits & Services

Support Home Answers **Ask a Question** My Questions and Answers Help

**Identification**

\*E-mail Address:  (Enter e-mail address)

**Additional Information**

\* Category:    
 \* Denotes a required field.

**Your Question is...**

Subject:

**When You are Done...**

Submit Question

This information is important because we use it to establish your account as a school official, and some of the information gives your inquiries priority routing once they enter our system.



4. Here is an example of a completed form. Once you complete the form, press the "Submit Question" Button at the bottom of the page.

Ask a Question - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Tools History Full Screen Mail Size Print

Address [https://www.gibill2.va.gov/vba/vba.cfg.php.exe/enduser/ask.php?p\\_sid=1vN7L-4h&p\\_va=&p\\_sp=cF9ncmlkc29ydD0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ\\*\\*&p\\_li=](https://www.gibill2.va.gov/vba/vba.cfg.php.exe/enduser/ask.php?p_sid=1vN7L-4h&p_va=&p_sp=cF9ncmlkc29ydD0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ**&p_li=) Go Links

**Education Benefits**

Veterans Benefits & Services

Support Home Answers **Ask a Question** My Questions and Answers Help

**Identification**

\*E-mail Address:  (Enter e-mail address)

**Additional Information**

\* Category:  \* Denotes a required field.

**Your Question is...**

Subject:

**When You are Done...**

Click here to Submit

Note: If you already have an account set-up, you are done at this point. We ask that you access your account information to make sure it is current and in keeping with the format provided in the following pages.

5. Now you are on our last form. **Remember, you only have to do this once.**

Again, you have several items to complete. Let's go over each of them.

- **Password:** Make up a password- something you can remember but not too easy.
- **Verify Password:** Just type it again to make sure you have it right.
- **First Name:** Your first name
- **Last Name:** You got it- your last name
- **State:** The State where your school is located. This is important because the questions are routed initially to the appropriate RPO based on this field.
- **Soc Sec / Claim Number:** Just leave it blank or you can put in your school's facility code.
- **Suffix:** Leave it blank
- **Phone Number:** Provide a phone number where you can be reached. You never know we just might call you.

Finally, Click on the "Create Account" button and you are done.

This is an example of a completed Account Registration form.

Create a New Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Tools History Full Screen Mail Size Print

Address [https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/ask\\_submit.php](https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/ask_submit.php) Go Links

**Veterans Benefits & Services**

Support Home Answers Ask a Question My Questions and Answers Help

**New Account**

\* E-mail Address:

Password:

Verify Password:

**Contact Information**

\* E-mail Address:

\* First Name:

\* Last Name:

\* State:  If currently in training, use the State or Country where your school is located.

Soc. Sec. / Claim No:  Please enter your SSN or VA Claim Number to allow us to answer your question.

Suffix:  For Dependents of Veterans only.

\* Phone Number:

\* Denotes a required field.

**When You are Done...**

Create Account

Here is the message you have been looking for.

Your Question has been Submitted - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Tools History Full Screen Mail Size Print

Address [https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/msg.php?sid=1vN7L-4h&p\\_lva=8p\\_sp=cF9ncmlkc29yd0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ\\*\\*&p\\_ll=&p\\_titl](https://www.gibill2.va.gov/vba/vba.cfg/php.exe/enduser/msg.php?sid=1vN7L-4h&p_lva=8p_sp=cF9ncmlkc29yd0mcF9yb3dfY250PTExNyZwX3BhZ2U9MQ**&p_ll=&p_titl) Go Links

**Education Benefits**

Veterans Benefits & Services

Support Home Answers Ask a Question My Questions and Answers Help


Logged in as: Ralph DeBar


**Your Question has been Submitted**


The reference number for your question is 040227-000109.


You should receive a response from our support department within the next 5 business days.

If you need to add information to or cancel your question, you can do so by updating it through the questions subarea of the 'My Stuff' section of this site.

 [VA Home Page](#)

 [VA Inspector General Hotline](#)

 [EFOIA Reading Room](#)

 [VA Use of Cookies](#)

[VA Home Page](#) / [Privacy & Security Statement](#) / [Disclaimer](#) / [FOIA](#) / [Contact the VA](#)

[Click here to contact the Education Service Webmaster](#) This link is ONLY for site problems, NOT for BENEFIT or general questions.

Page updated:



## **USER'S GUIDE**

**September 2005**

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## **VA-ONCE General Information**

VA-ONCE is an enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c in paper form. It is a completed Internet based application. A team of schools and RPO representatives helped to develop the requirements.

VA-ONCE is designed to work on any computer that has the proper web browser (Internet Explorer 5.5 or higher or Netscape 6.02 or higher). Any operating system will work.

The recommended screen resolution is 800 X 600. You may check this by clicking on your desktop, properties, then settings.

### **Getting Started – Memo of Understanding/MOU**

In order to use the VA-ONCE program all schools will need to complete a **Memorandum of Understanding (MOU)**. You will need to complete the form on-line, PRINT it out, obtain the appropriate signature(s) and mail it to your Education Liaison Representative (ELR). A copy of the MOU is located on the VA-ONCE website at [https://vaonce.vba.va.gov/vaonce\\_student/default.asp](https://vaonce.vba.va.gov/vaonce_student/default.asp).

Note: The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.

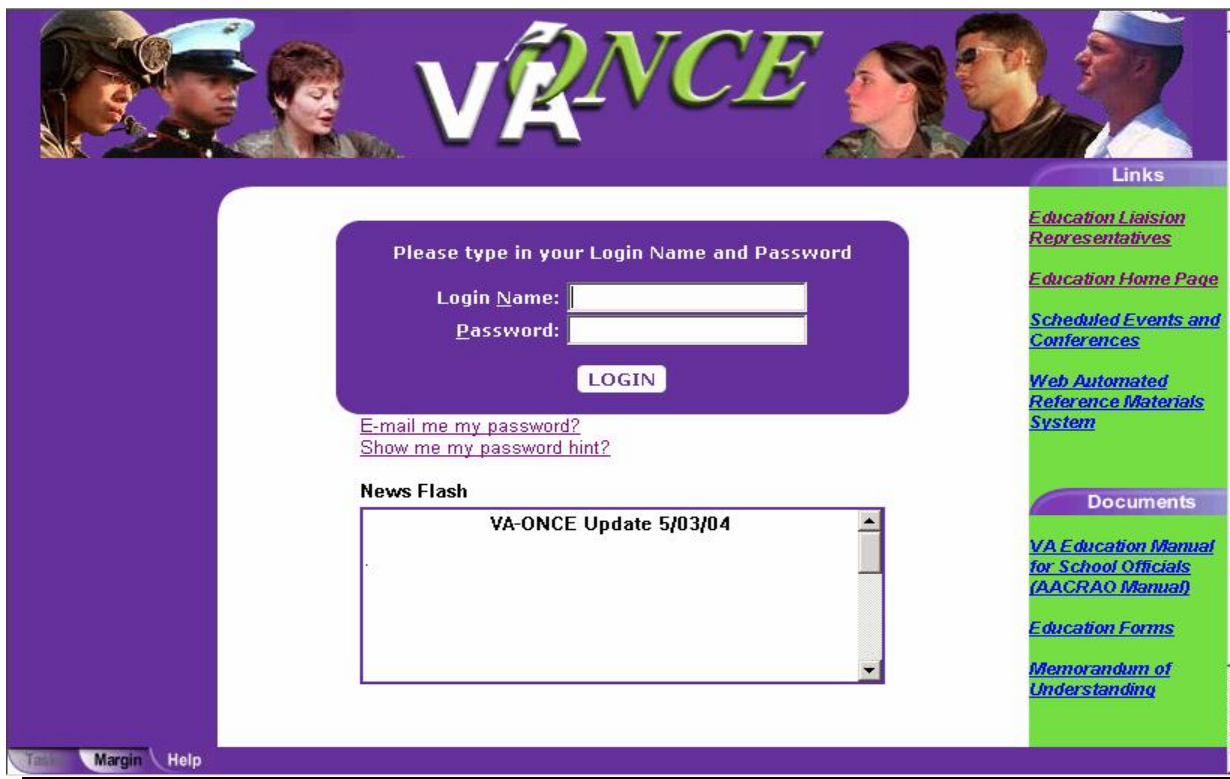
If you have not recently submitted a “Designation of Certifying Official(s)” VA Form 22-8794, you will need to complete one and mail it to your ELR. This form is available on the website or may be obtained from your ELR.

### **Using your New Login Name and Password:**

Once your ELR receives your MOU, your school will be added to the VA-ONCE database, and you will receive your Login Name and temporary password. **Each user must have his/her own user Login. Login Name’s cannot be shared.** Normally the ELR will e-mail your Login and password.

Once you receive your Login Name and password you will go the VA-ONCE website and Click on Start VA-ONCE, which will take you to the screen below, then type in your Login Name and temporary password. Then click on the Login button.





## VA-ONCE Online Help

On the Log-In page you will see some areas which will give you useful information. (Also, you will find updated information in the [www.gibill.va.gov/once](http://www.gibill.va.gov/once) website.)

### **News Flash Box:**

When you log into VA-ONCE you will see a News Flash box below the Login box. The News Flash will display messages from VA regarding changes and items of interest.

**Links:** Also on the right hand side of the page are some Links which will direct you to some useful sites and information, including how to contact your ELR.

Once you are logged into VA-ONCE, there are some other areas you will find very helpful. They are the **Task Option**, **Margin Text** and **Help Text**. These buttons are located at the bottom left side of the screen. The information on the left portion of the screen changes based on which tab is selected.

### **Task Option:**

Clicking on the **Task** button takes you back to the to the main buttons: **Select**, **Admin**, **Reports**, and **Logout**.

### **Margin Text:**

Clicking on the **Margin** button gives an explanation of the contents of that particular screen. The margin text will change as you move from field to field, and will provide guidance on what should be entered in each field.



## Help:

Clicking on the [Help](#) button give you a list of questions you may have regarding that particular screen. When you click on a question, the answer will appear in a pop up box.

The screenshot shows the VA-ONCE Student School Detail interface. A help popup window titled "VA-ONCE Help - Micro..." is open, displaying the question "How do I use the filters?" and a detailed answer explaining how to use filters to find a list of students. The background interface includes a search bar, filter options, and a table of student records.

**VA-ONCE Student School Detail**

Search by: Last Name Starts With Search Clear

Search Text

and Training Type and Program and

ALL All Filter Reset

ays until Training Time  
ert End or

Showing 1- 2 of 2 records

st Name	Chapt	Program	Last Cert	Facility Code	
DIE	31	CRT BSK WE	4/26/2004 10:26 AM	33333333	
MER	31	BS COMP SC	4/26/2004 10:29 AM	22222222	

Tasks Margin Help

## Administrative Functionalities—"ADMIN" Button

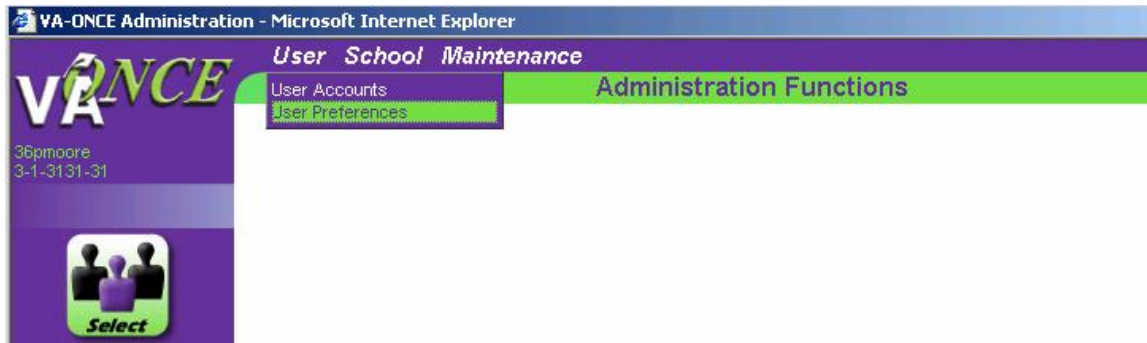


This is the area where you may change your password, set up your user preferences and user accounts. This is where you will also add information pertinent to your school; such as your Standard Programs, Standard Terms, Standard Remarks and User Defined Fields.

## Changing Your Password:

Once you've used your temporary password for you initial login, you will want to select a new password. To change your password, click on the **Admin** button on the main screen.

This will bring you to the Administration Functions screen. Click "**User**" at the top of the screen. Then, from the drop down menu select "**User Preferences**".



This screen will then appear. Click Change.

Field Name	Selected Value
Use eCERT in Text-only mode	N

Click on the **Change** button to proceed with changing your password.

This screen will appear next. Enter your desired password, confirm it, and then enter a password reminder hint. Click "**Change Password**" to complete the change. On the Login screen you can request a **hint** if you have forgotten your password. In addition, you can request that your password be emailed to you. Note: Your email address must be correct on the User Preferences page.

**VA-ONCE**  
VAonce04  
2-2-2222-22

**Select**

**Admin**

**Reports**

**Logout**

**Change Password**

\*\*\* Enter new password and password hint \*\*\*

Login Name: VAonce04

New Password:

Confirm Password:

Password Hint:

Change Password

The password must be 8 characters long and contain 3 of the following 4 characters: Upper case letter, Lower case letter, Number, Non-Alpha numeric character (for example, %, #, @).

Tasks Margin Help

### User Preferences:

To set up your User Preferences click the **“Admin”** button on the left side of the screen. Now click **“User”** at the top of the screen. The drop down menu will show **“User Accounts”** and **“User Preferences”**. Click on **“User Preferences”**. This will take you to a screen where you will be able to input your name, phone number, fax number, e-mail address. You may also change your password on this screen. The User Preferences are not required, but they are provided for your convenience.

VA-ONCE User Preferences - Microsoft Internet Explorer

36pmoore  
3-1-3131-31

**VA-ONCE**

Save Cancel Print

### User Preferences

First Name \* PEGGY Middle Name Last Name \* JONES Suffix

Phone Number \* (918)555-1212 Extension Fax Number (918)555-1234 Email Address \* edupjones@utcc.edu

Password \* \*\*\*\*\* [Change](#)

Field Name	Selected Value
Use VA-ONCE in Text-only mode	N
Default State	OK
Always print address on certs	Y
Default Training Type	

### User Preferences

Use VA-ONCE in Text-only mode

Tasks Margin Help

Start | Inbox -... | VA-ON... | Micros... | VA-ON... | VA-ON... | untitled... | 12:39 PM

### **Use VA-ONCE in Text-only mode:**

Text-only mode is the VA-ONCE site without graphics. It is used by those with visual impairments. The text-only mode makes the site more conducive for screen reader software to read the labels of fields and text out loud. Most users will want this to be No, which is the default. If you would like to change it, Highlight it, and click on No in the drop down.

### **Default State:**

If you set a default state, every time you adopt a new student their address will automatically default to the state you selected. This is a good feature to use if the majority of your students live in one state. To set the default state, highlight default state, and from the list of states on the bottom of the screen, click on your state.

### **Always Print Address on Certs:**

If you set your default for "Always print address on certs" to Yes, each time you print a certification the address will be printed. However, the address will only be sent to VA the first time you transmit and any time you make a change in to the address. If no changes are made to the address, it will not be on the copy VA receives. If your default is set to No, the address will only print on your certifications when it is transmitted to VA. To set the default, highlight Always print address on certs, and from the drop down, click Yes or No.

### Default Training Type:

If your institution has more than one type of training, you can set your default to the most predominant type. Each new student will have this type of training pre-selected on the Bio page. You will not have to click on the drop down and select it. You will only need to use the drop down if the student is not in your most predominant type of training. To set the default, highlight Default training Type, and from the drop down, click on the type training.

Now click **"Save"** in the top right hand corner. The settings will now be saved. You will not have to complete these fields on the Bio screen each time. These preferences can be changed at any time.

### User Accounts:

This area is used to designate individuals, such as work study and other personnel to access VA-ONCE. **DO NOT GIVE THEM YOUR LOGIN NAME OR PASSWORD. THIS IS A SECURITY VIOLATION.**

To add or change your User Accounts, click on the **"Admin"** button, click **"User"** on top for drop down menu, and click **"User Accounts"**. Now click **"Add"** at the top of the screen and complete the user information. At the bottom right if you check **"Can Delete Student Information"** the individual will be able to view, edit and delete records. If you check **"Can Edit Student Information"** the individual will be able to view and edit only. Now click **"Save"**.

Last Name	First Name	Login Name	Delete	Edit	
REYNOLDS	BURT	breynolds	<input checked="" type="checkbox"/>		

First Name \*

Middle Name

Last Name \*

Suffix

Login Name \*

Password \*

Reset

☐ Can Delete Student Information

☐ Can Edit Student Information



### Adding Info Pertinent to Your School:

This information is added by clicking on the “**Admin**” button, then selecting the “**Maintenance**” drop down menu. On this drop down menu you have five choices: 1) School Standard Remarks, 2) Standard Terms, 3) Standard Programs, 4) Flight Instruction Types, and 5) User Defined Fields.

### Standard Remarks:

This area is where you will add standard remarks for your school. These remarks should apply only to your school. For example: There is a 2 week break during the Fall term from 10-10 to 10-21.

Remember inserting unnecessary remarks may delay processing of the certification. Only insert remarks that will affect the student’s pay or are required by the VA.

You may also delete and alphabetize remarks on this screen by clicking on the “**Delete**” and “**Alphabetize**” buttons at the top.

VA-ONCE School Standard Remarks Maintenance - Microsoft Internet Explorer

VA-ONCE Add Delete Alphabetize Print

School Standard Remarks

Code	Remarks	Facility Code	Order #	Deact
	Excessive Break Days	31313131	1	
	This is standard remark #2	31313131	2	
	TEST CERTIFICATION	31313131	3	
	Application and supporting documents in the mail.	31313131	5	
	COP 1995 on file	31313131	6	
	2005-2006 Breaks: Dec 17, 2005/Jan 2, 2006; Mar 11, 2006/Mar 19, 2006; May 27, 2006/June 4, 2006	31313131	9	

Edit School Remark Save Cancel

Remark Text

Excessive Break Days 1 Order Number ☐ Deactivated

31313131 (ECERT UNIV MUSK IHL) Facility Code

☐ Requires Additional Information

Additional Information Label Text

### Standard Terms:

Click the “**Admin**” button and select the “**Maintenance**” drop down menu to get to Standard Terms. In this area you will **Add** your standard term dates. These term dates should match the dates in your current catalog and be approved by your State Approving Agency (SAA). If your school does not have standard terms, you may choose not to utilize this feature. You may also **Delete** terms in this area.

The top part of the screen will show terms you have entered. The bottom part of the screen is

where you will add the **Term Name** (ex. Fall 06), **Begin Date**, and **End Date**. These are the only required fields. Click on the **Term Type** drop down arrow to select Semester or Quarter. (Only use clock for certificate/NCD courses.). Now click "**Save**".

VA-ONCE School Standard Terms Maintenance - Microsoft Internet Explorer

36pmoore  
3-1-3131-31

**Standard Terms**

Term Name	Facility Code	Begin Date	End Date	Drop Date	Break Days	Order #	Deact
Fall 03	31313131	09/06/2003	12/06/2003			9	
mini 2	31313131	01/02/2004	01/31/2004	01/08/2004	15	5	✓
Spr 04	31313131	01/12/2004	05/07/2004	01/19/2004		1	
Summer 04	31313131	05/20/2004	08/31/2004			3	
Sum 04 A8	31313131	06/21/2004	08/11/2004	06/25/2004		7	
Fall 04	31313131	08/26/2004	12/15/2004	09/10/2004		14	
Spr 05	31313131	01/04/2005	05/23/2005	02/02/2005		12	
Spring 05	31313131	01/10/2005	04/28/2005	01/14/2005		16	
PN 20	31313131	04/11/2005	05/10/2006			19	
Summer 05	31313131	06/01/2005	07/31/2005	06/05/2005		17	
CCC	31313131	06/27/2005	07/29/2005	07/08/2005		20	

**New Term** [Save] [Cancel]

Term Name\*

Order Number

Facility Code

Begin Date\*

End Date\*

Drop Date

Break Days

Term Type\*

☐ Deactivated

### **Standard Programs:**

Click the "**Admin**" button and then click "**Maintenance**" for the drop down menu to select Standard Programs. These are the programs that are offered at your school and approved by the SAA. The Programs you have added will show up on the top half of the screen and you will enter your new Programs on the bottom of the screen.

**NOTE:** The programs you enter will show up on the Student's Bio Data page in the drop down menu for "Program".

You may delete, alphabetize, and re-order your programs on this screen. If you want to "Deactivate" a program that is no longer approved or available, but may be offered/approved at a later date, you may click on the "**Deactivate**" box at the bottom. It will not appear in your drop down list. The "**Order Number**" is the order in which the terms are listed on the drop down menu.

VA-DNCE School Standard Programs Maintenance - Microsoft Internet Explorer

Add Delete Alphabetize Print

### Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
013	AA GENERAL STUDIES	31313131		1
021	ba accounting	31313131		3
023	BA/ ART/Transfer/ Art/ CSULB	31313131		6
024	Bachelor of Tech: Applied Tech	31313131		8
060	AA Accounting	31313131		10
091	AA Art	31313131		12
123	AA Business Administration	31313131		14
1234	Accounting	31313131		41
179	AS Agriculture	31313131		15
AA/Gen Stu	AA/ General Studies	31313131		16
AAOS	Occupational Studies	31313131		17
AAS	Associates of Applied Science	31313131		18
AGS	ASSOC OF GENERAL STUDIES	31313131		19
ATP	Air Transport Pilot	31313131		34
BA	Business Administration	31313131		20

### New Program

Save Cancel

Program Abbreviation: 31313131 (ECERT UNIV MUSI)

Facility Code:

Program Name:

Order Number: 36

☐ Deactivate

Tasks Margin Help

## Flight Instruction Types

This is the area where Flight Schools can add their approved Flight programs.

## User Defined Fields:

Also under “**Admin/Maintenance**” in the drop down menu is User Defined Fields. This area gives you control of three text boxes and one check box at the bottom of each student’s Bio Data page. They may be labeled and used at your discretion. If you do not wish to display them, you can remove them from the Bio page by setting the display to No.

## Student Records

### Selecting a Student Record:

Click on the “**SELECT**” button on the left top side of the screen. This will take you to the “**Select Student**” screen.





VA-ONCE Student Select - Microsoft Internet Explorer

**Student School Detail** Print

**Select Student**

Search by    Search Clear

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to      Filter

Date Range or Days until Cert End or Training Time Prior Credit Active Duty Reset

Showing 1-49 of 49 records

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2 404-04-0300	404-04-0300	00	BARR	KEN	30	COMM NST	4/22/2005 10:39 AM	31313131
2 491-11-1111	491-11-1111	00	BROWN	FRED	30	BS1	6/15/2005 9:23 AM	31313131
2 994-11-8888	994-11-8888	00	BROWN	THOMAS	30	BA/CS	7/6/2005 2:13 PM	31313131
4 001-01-1111	012-33-4455	00	BUNNY	BUGS	30	1234	9/19/2005 4:35 PM	31313131
2 771-88-4455	771-88-4455	00	CAT	COOL	30	013	4/12/2005 12:59 PM	31313131
2 131-23-4567	131-23-4567	00	CLACKAMAS	SHARON	31	013	5/13/2005 1:01 PM	31313131
2 445-44-5566	123-45-6789	41	COOK	DARWIN	35	AAOS	8/5/2005 3:45 PM	31313131

Tasks Margin Help

From this page, to search for an individual student you may go to the drop down box by "Search By", and you have the option of searching by Last Name or SSN. Select the desired option.

VA-ONCE Student Select - Microsoft Internet Explorer

**Student School Detail** Print

**Select Student**

Search by    Search Clear

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to      Filter

Date Range or Days until Cert End or Training Time Prior Credit Active Duty Reset

Then identify the search range you will use from the next drop down box. Then enter the search criteria you will use above "Search Text". For example, if you're looking for David Brown, you would type "Brown" in the "Search Text" box. This would show a list of all students with the last name Brown.

VA-ONCE Student Select - Microsoft Internet Explorer

**Student School Detail** Print

**Select Student**

Search by    Search Clear

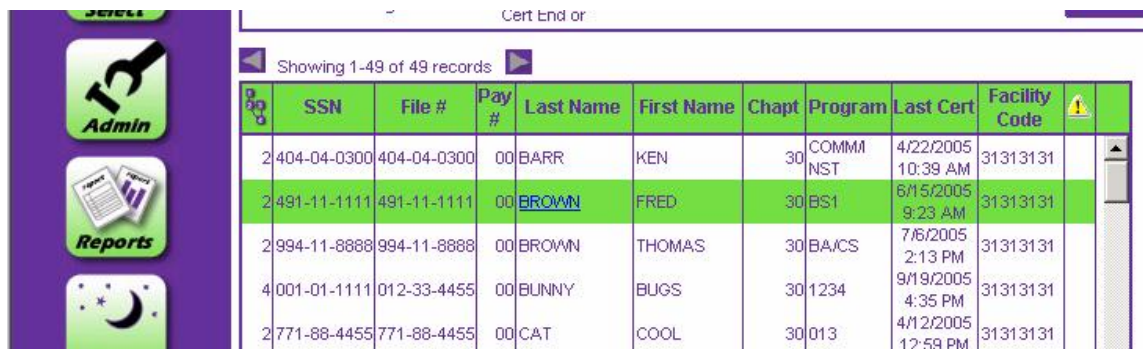
Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to      Filter

Date Range or Days until Cert End or Training Time Prior Credit Active Duty Reset

Or you may access a student's records by clicking on the student's name in the list of students.

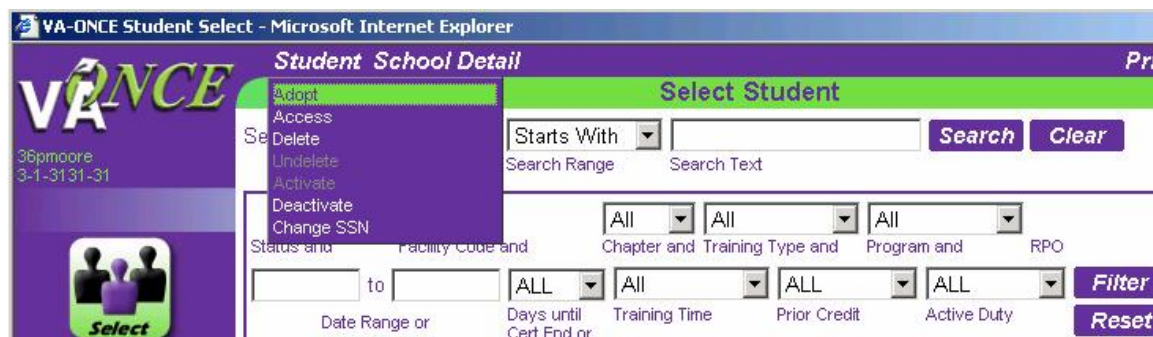


SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2 404-04-0300	404-04-0300	00	BARR	KEN	30	COMM NST	4/22/2005 10:39 AM	31313131
2 491-11-1111	491-11-1111	00	BROWN	FRED	30	BS1	6/15/2005 9:23 AM	31313131
2 994-11-8888	994-11-8888	00	BROWN	THOMAS	30	BA/CS	7/6/2005 2:13 PM	31313131
4 001-01-1111	012-33-4455	00	BUNNY	BUGS	30	1234	9/19/2005 4:35 PM	31313131
2 771-88-4455	771-88-4455	00	CAT	COOL	30	013	4/12/2005 12:59 PM	31313131

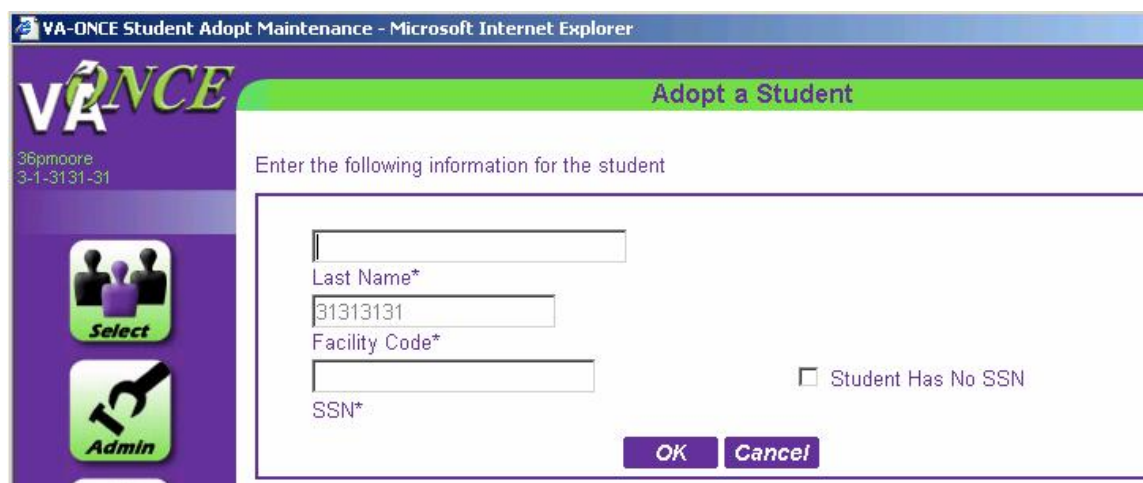
In order to update your list you will need to add your new students and make inactive students no longer attending your school.

### Adopting/Adding a New Student:

To add a new student click **"Student"** at the top of the screen, and from the drop down menu click **"Adopt"**.



You are now at the **"Adopt a Student"** screen. Enter the student's last name, select the appropriate facility code, and enter the student's SSN. Click **"OK"**.



VA-ONCE will now scan the database to see if this student is associated with any other school. If the student is associated with another school, VA-ONCE will alert you of the duplication.

This student exists at the another school, but not the current school. The system will allow you to adopt. If this is the student you want to adopt, click "OK" to continue. Or, click "Cancel" to return to the student select page.

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
HOMER		SIMPSON	1-1-1111-11	ECERT UNIVERSITY IHL	W

**OK**

**Cancel**

### Click "OK"

Click "**OK**" if you wish to adopt the student. If not, click Cancel to return to the "**Student Select**" page. Clicking "**OK**" will take you to the **Bio Data** page where you will enter student's information. If the student does not exist in the database, you will be taken directly to the Bio page. **All fields with \* must be completed.**

VA-ONCE Student Bio - Microsoft Internet Explorer

Save Cancel Print Student

**VA-ONCE**

36pmoore  
3-1-3131-31

**Bio Data**

Name: MOORE, SSN: 214-66-5602  
File/Payee: 00 000 000/

Program: Chapter: Training Type:

**Bio Certs VA Data Log History**

Salutation First Name\* Middle Name Last Name\* Suffix

214-66-5602 Student ID

SSN\* Address\* Location Domestic

File Number\* Payee# Chapter\* OK State\*

Training Type\* City\* Zip\* Zip Suffix

ECERT MIHL 3-1-3131-31 School Short Name Facility Code

Program\* Phone Extension

Prior Training Credit\* Email

☐ Guest Student ☐ Active Duty Notes

Primary School Name

Incomplete User Def 2 User Def 3 User Def 4 ☐



You will have drop down arrows beside some of the areas which will allow you to select the appropriate choice, i.e. above **Chapter\*** you have the choice of chapters shown below. Click on your choice in each of the areas with a drop down arrow beside it.

You also have a drop down arrow beside the **Program\*** box which will give you a list of the programs you have already entered. Just click on the appropriate program for that student.

When you have input all the required (\*) fields for the Student click **“Save”** at the top right of the screen. You may also **“Cancel”** your input, **“Print”** the screen, or go to the previous student’s records or the next student’s records by clicking on the back or forward arrows on either side of **“Student”** at the top right of the screen.

The number at the top right of the screen indicates the current work flow status of the certification.

Note the User Defined Fields at the bottom of the Bio Data Screen. These items are for school use only—they will not be transmitted to VA with the student’s certification. Use them to record information pertinent to that student. For example, some schools have recorded, student’s faculty advisor, Branch of Service, cell phone numbers, and tuition deferment.

**Logout**

☐ Guest Student    ☐ Active Duty

Primary School Name:  Notes:

Incomplete    User Def 2    User Def 3    User Def 4 ☐

### Deleting/Undeleting/Deactivating/Activating a Student:

To Delete a student who is no longer attending your school, click on the **“Select”** button on the left, highlight the name of the student on the list, then click on **“Student”** at the top of the screen, then highlight **“Delete”** and click. If you have a student who is no longer attending your school, but may return, you may **“Deactivate”** him/her by following the same steps.

**Deactivating** a student moves him/her to “Inactive”, but will retain the record in the system.

**Deleting** a student puts the student’s record in a “Deleted area”, which will be erased from the system periodically.

**VA-ONCE Student School Detail**

**Select Student**

Adopt Access **Delete** Undelete Activate Deactivate Change SSN

Starts With:  Search Range:  Search Text:  **Search** **Clear**

Status and Facility Code and Chapter and Training Type and Program and RPO

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-50 of 50 records

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2404-04-0300	404-04-0300	00	BARR	KEN	30	COMMA NST	4/22/2005 10:39 AM	31313131

You may also Undelete or Activate a student you previously Deleted or Deactivated by following these steps: Click on the drop down menu above **“Status and”** and highlight **“Deleted”** or **“Inactive”**, then click **“Filter”**. This will bring up the list of students you have deleted or inactivated. Now highlight the student you want to Undelete or Activate, and click on **“Student”** at the top of the screen, then from the drop down menu highlight either **“Undelete”** or **“Activate”**.

**VA-ONCE Student Select - Microsoft Internet Explorer**

**Student School Detail**

**Select Student**

Search by: Last Name Starts With:  Search Type: Search Range: Search Text: **Search** **Clear**

All Facility Code and Chapter and Training Type and Program and RPO

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Student Adopted In Process Pending Approval Completed Complete Chpt Submitted Awarded Manually Processed **Deleted** Inactive All

of 45 records

File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
94-11-8888	00	BROWN	THOMAS	30	BA/CS	7/6/2005 2:13 PM	31313131
2771-86-4455	771-88-4455	CAT	COOL	30	013	4/12/2005 12:59 PM	31313131

## Completing an Enrollment Certification, 22-1999

Now you are ready to complete an enrollment certification on a student you have adopted. From your list of students, highlight a student and click to bring up his/her **"Bio Data"** screen, and click the **"Certs"** tab. You are now on the screen shown below.

The **"Certs"** page features a summary of all certifications on the student's record (referred to as the **Virtual Record**). To see more detail about a specific certification, you can hover over this button in the **"Info"** column.

The screenshot shows the VA-ONCE Certs interface in Microsoft Internet Explorer. The top navigation bar includes "Cert", "Complete", and "Submit". The left sidebar contains icons for "Select", "Admin", "Reports", and "Logout". The main content area displays a table of certifications with columns for Term Name, Status, Facility, Begin Date, and End Date. A tooltip is visible over the "Info" column, showing details for a specific certification: Submission date: 04/14/2005; Training Time; Reason for Adjustment/Termination; Record Type: VIRTUAL. Below the table, the "View Current Status" section shows details for the selected certification, including Facility, Training Type, Program, and Prior Credit.

Term Name	Status	Facility	Begin Date	End Date
4 TERM I			01/05/2005	02/02/2005
4 TERM II			02/05/2005	03/03/2005

Submission date: 04/14/2005;  
Training Time; Reason for Adjustment/Termination;  
Record Type: VIRTUAL

Trng Type: IHL\_UNDERGRAD

View Current Status

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: BA/CS Prior Credit: 4

TERM I 01/05/2005 02/02/2005 0 0 0 0

Term Name Begin Date End Date Credit R/D Clock Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

Now click on **"Cert"** at the top of the screen, and from the drop down menu select **"New"**.

The screenshot shows the VA-ONCE Certs interface with the "Cert" dropdown menu open. The menu options are: New, Amend, Adjust, Terminate, Delete, and Change to Status 2. The background shows the same navigation bar and sidebar as the previous screenshot.

Cert Complete Submit

New  
Amend  
Adjust  
Terminate  
Delete  
Change to Status 2

Certs

Program: BA/CS  
Chapter: 30  
Training Type: Undergraduate

VA Data Log History



Which will bring you to this screen.

Click on the right arrow beside “**Term Name**” box. This will bring up your Standard Terms (the terms you previously input in the Admin section)--then click on the appropriate term. You may also type the terms in manually. Next enter either **Credit** hours or **Clock** hours (for non-degree programs). **Note: If TV or Independent Study, enter as credit hours.**

Enter “**R/D**” Remedial/Deficiency hours. Enter **Tuition & Fees** if student is on active duty or training less than half time.

If requesting “**Advance Pay**” or “**Accelerated Pay**”, click on the appropriate box. These are mutually exclusive fields. You can select one or the other, but not both.


Only add necessary remarks in the **“Remarks”** section at the bottom of the page. The addition of Remarks may delay processing of the student’s certification.

Now click on the **“Save”** button in the upper right hand corner,. Or, if for whatever reason you decide not to input this enrollment, click on the **“Cancel”** button.

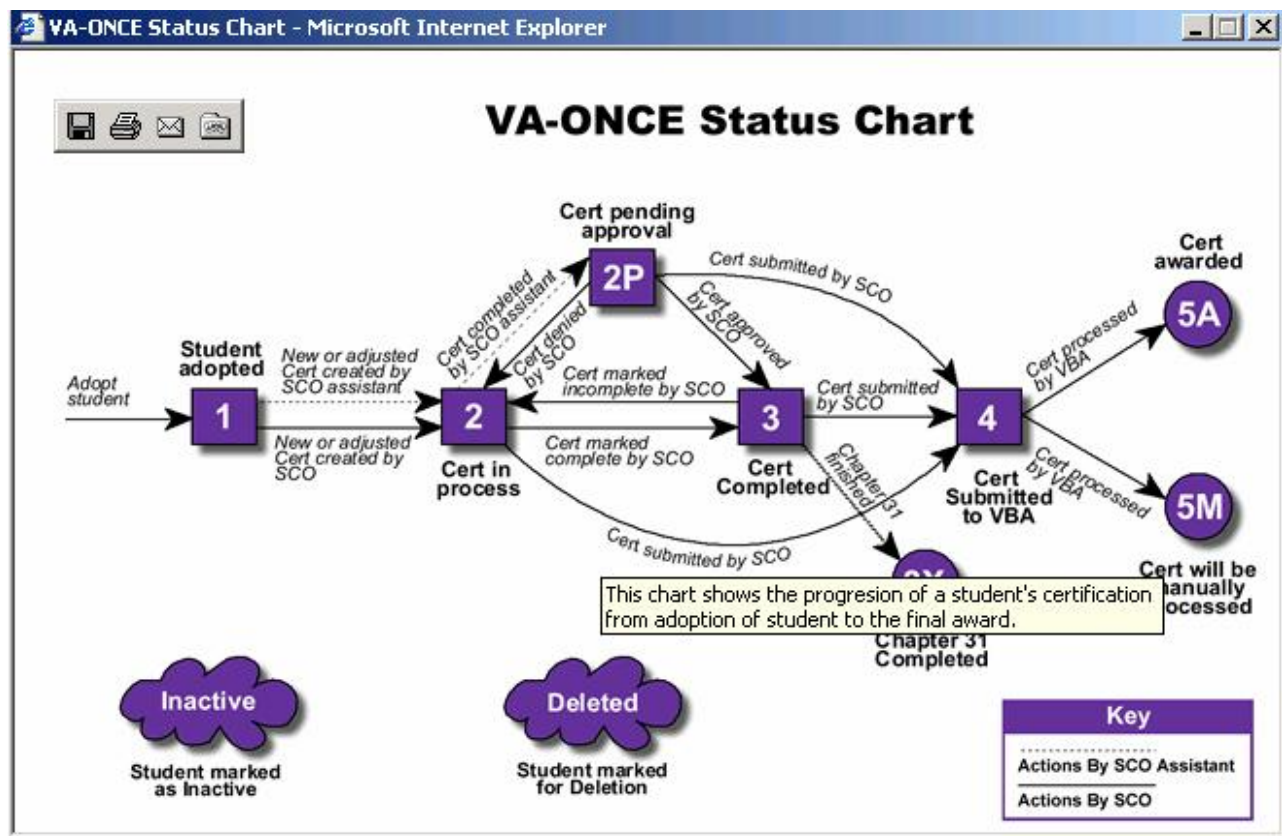
If all information is correct, click on the **“Complete”** button on the top of the screen.

This indicates that your enrollment is complete and you are ready to submit it. It is now a Status **“3”**

By clicking **“Complete”** but not submitting, you may hold a cert and submit it at a later time for processing.

To see the Status Flow Chart, click on the **“Status”** Box  to the left of the VA emblem. That will bring up this chart on your screen.





When you are ready to send you Cert to the Regional Processing Office (RPO), click on **“Submit”** at the top of the screen. This will change your Cert to a Status **“4”**.


	<b>Cert Complete Submit</b>
	<b>Certs</b> Name: BROWN, THOMAS      Program: BA

**NOTE:** If you are sure you have entered the data correctly, you can skip the **“Save”** and **“Complete”** steps and simply click on **“Submit”**.

**Chapter 31 Enrollment Certifications:** You may also use VA-ONCE to generate enrollment certifications for your Chapter 31 (Vocational Rehab.) students. When you hit **“Submit”** the system will automatically change it to a Status **“3X”** and it will not be transmitted to your RPO. You will however be able to print it out and mail it to the appropriate Regional Office for payment processing.

## Amending a Cert:

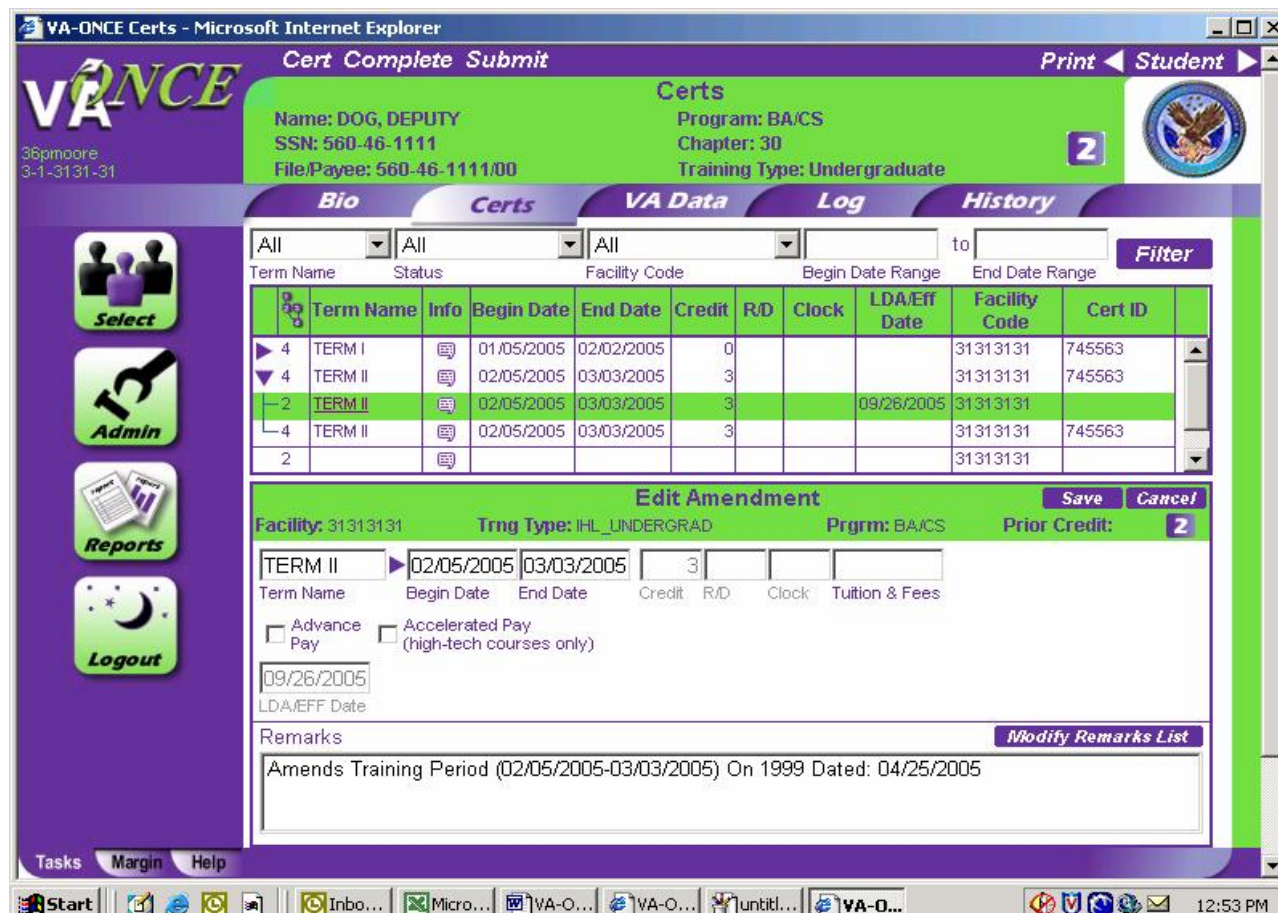
Under the “Cert” drop down menu you may also opt to “**Amend**”. Steps to follow: Double click on the term to be amended and this will show you the subordinate row/terms below, then click on the term to be amended. Now go to “**Cert**” at the top of the page and highlight “**Amend**”. This allows you to change the beginning date, ending date, tuition and fees, and/or add a request for advance or accelerated pay on a previously submitted certification (VA Form 22-1999).



The screenshot shows the 'Certs' tab in the VA-ONCE system. A table lists certification terms with columns for Term Name, Info, Begin Date, End Date, Credit, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The table contains four rows of data, with the third row (TERM II) selected.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	TERM I		01/05/2005	02/02/2005	0				31313131	745563
2	TERM I		01/05/2005	02/02/2005	0			01/04/2005	31313131	
4	TERM I		01/05/2005	02/02/2005	3				31313131	745563
4	TERM II		02/05/2005	03/03/2005	3				31313131	745563
2									31313131	

Remember using “**Amend**” only lets you change the “**Begin Date**”, “**End Date**”, “**Tuition and Fees**”, and/or add a request for **Advance or Accelerated Pay**. When you have made your changes, click “**Save**”, then “**Complete**”, and when ready “**Submit**”.



The screenshot shows the 'Edit Amendment' screen in the VA-ONCE system. The user is logged in as 'DOG, DEPUTY' with SSN 560-46-1111. The program is BA/CS, Chapter 30, Training Type: Undergraduate. The screen displays a table of certification terms, with the third row (TERM II) selected. Below the table, there are fields for Facility Code (31313131), Trng Type (IHL\_UNDERGRAD), Prgrm (BA/CS), and Prior Credit (2). The 'Edit Amendment' section includes fields for Term Name (TERM II), Begin Date (02/05/2005), End Date (03/03/2005), Credit (3), R/D, Clock, and Tuition & Fees. There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. The LDA/EFF Date is 09/26/2005. The Remarks section contains the text: 'Amends Training Period (02/05/2005-03/03/2005) On 1999 Dated: 04/25/2005'.

VA-ONCE Certs - Microsoft Internet Explorer

**Cert Complete Submit** Print Student

**VA-ONCE** 36pmoore 3-1-3131-31

Name: DOG, DEPUTY Program: BA/CS  
SSN: 560-46-1111 Chapter: 30  
File/Payee: 560-46-1111/00 Training Type: Undergraduate **2**

**Bio Certs VA Data Log History**

All All All to Filter

Term Name Status Facility Code Begin Date Range End Date Range

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	TERM I		01/05/2005	02/02/2005	0				31313131	745563
4	TERM II		02/05/2005	03/03/2005	3				31313131	745563
2	TERM II		02/05/2005	03/03/2005	3			09/26/2005	31313131	
4	TERM II		02/05/2005	03/03/2005	3				31313131	745563
2									31313131	

**Edit Amendment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: BA/CS Prior Credit: **2**

TERM II 02/05/2005 03/03/2005 3

Term Name Begin Date End Date Credit R/D Clock Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date 09/26/2005

Remarks Modify Remarks List

Amends Training Period (02/05/2005-03/03/2005) On 1999 Dated: 04/25/2005

Tasks Margin Help

Start Inbo... Micro... VA-O... VA-O... untitl... VA-O... 12:53 PM

## Adjusting a Cert:

Under the “**Cert**” drop down menu you may also “**Adjust**” a student’s enrollment. This allows you to change the number of hours being pursued, as you would on a VA Form 22-1999b. **Note: This command should not be used to reduce a student to “0” hours or completely withdraw a student.** Steps to follow: Double click on the term you would like to change and this will bring up the subordinate rows/terms. Highlight the term you would like to adjust, and click on “**Adjust**” in the drop down menu under “**Cert**”. You may now change your Credit, R/D (Remedial/Deficiency), Clock hours or Tuition& Fees.

VA-ONCE Certs - Microsoft Internet Explorer

**Cert Complete Submit** Print Student

**VA-ONCE**  
36pmoore  
3-1-3131-31

**Name:** COOK, DARWIN  
**SSN:** 445-44-5566  
**File/Payee:** 123-45-6789/41

**Certs**  
**Program:** AAOS  
**Chapter:** 35  
**Training Type:** Undergraduate

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SPR 04		01/12/2004	05/07/2004	12				31313131	379103
4			05/20/2005	07/15/2005	3				31313131	966878
4	CCC		06/27/2005	07/29/2005	8				31313131	1070338
4			07/20/2005	08/15/2005	3				31313131	1286169
-2			07/20/2005	08/15/2005	3				31313131	

**Edit Adjustment** Save Cancel

Facility: 31313131 Trng Type: IHL\_UNDERGRAD Prgrm: AAOS Prior Credit: 2

Term Name:  Begin Date: 07/20/2005 End Date: 08/15/2005 Credit: 3 R/D:  Clock:  Tuition & Fees:

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

Reason for Adjustment:

LDA/EFF Date:

Remarks:

Modify Remarks List

Tasks Margin Help

Start Inbo... Micro... VA-O... VA-O... untitl... VA-O... 1:20 PM

You may use the arrow to the right of the “**Reason for Adjustment**” box to bring up a standard list of reasons for an increase/reduction of training time or termination of enrollment. Just click on the appropriate remark. If the remark you desire is not on the list, you can click on the last choice “**Other (Explain in Remarks)**” and add your own remark.

Reason for Adjustment:

- Increase
- Increase On First Day Of Term
- Preregistered But Never Attended
- Reduction (Non College)
- Reduction After Drop Period - Non-Punitive Grades Assigned
- Reduction After Drop Period - Punitive Grades Assigned



### Terminating a Cert:

From the drop down menu under “**Cert**” you may also “**Terminate**” to student’s enrollment, as you would on a VA Form 22-1999b.

Steps to follow: Double click on the term the student terminated his/her training. This will bring up the subordinate terms/rows below. Highlight the appropriate term, then go to the “**Cert**” drop down menu on the top of the screen and highlight and click on “**Terminate**”. Type in the **student’s last date of attendance or effective date of withdrawal**. Now click on the drop down arrow beside the box labeled “**Reason for Termination**” and click on the appropriate reason as shown below.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶ 4	SPR 05		01/14/2005	05/09/2005	9				31313131	766009
▶ 4	SUM1 05		05/19/2005	07/02/2005	3				31313131	766009
▶ 4			06/13/2005	08/05/2005	0				31313131	967178
▼ 4			06/16/2005	07/26/2005	3				31313131	967178
—2			06/16/2005	07/26/2005	3				31313131	

Edit Termination								Save	Cancel
Facility: 31313131		Trng Type: IHL_UNDERGRAD		Prgrm: BA/CS		Prior Credit: 2			
Term Name	Begin Date	End Date	Credit	R/D	Clock	Tuition & Fees			
	06/16/2005	07/26/2005	0						
<input type="checkbox"/> Advance Pay	<input type="checkbox"/> Accelerated Pay (high-tech courses only)		Reason for Termination						
LDA/EFF Date			Reason for Termination						
Remarks			Reason for Termination						

End Of Term Or Course

End Of Term Or Course

Graduation

Unsatisfactory Attendance, Conduct, Or Progress

Withdraw Before Beginning Of Term

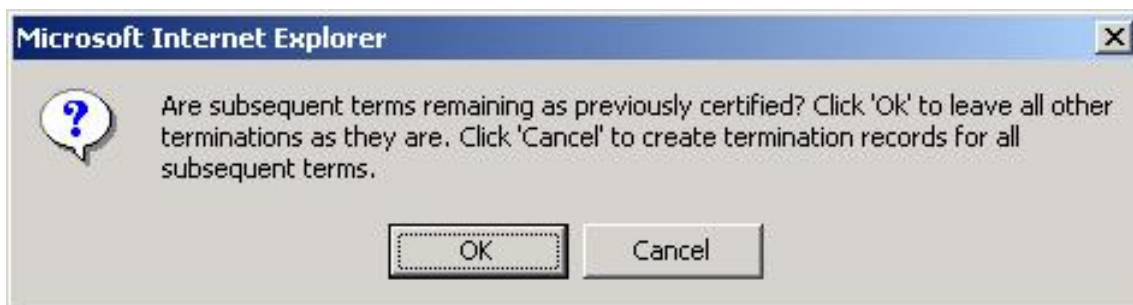
Withdrawal After Drop Period - Non-Punitive Grades Assign

If there are “**Mitigating Circumstances**”, click the arrow beside the box and click on the appropriate remark.

The screenshot shows the 'Edit Termination' form. At the top, there is a green header bar with the title 'Edit Termination' and buttons for 'Save' and 'Ca'. Below the header, the form contains several fields: 'Facility: 31313131', 'Trng Type: IHL\_UNDERGRAD', 'Prgrm: BA/CS', and 'Prior Credit:'. There are also date fields for 'Begin Date' (06/16/2005) and 'End Date' (07/26/2005), and a 'Credit' field (0). Below these are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A 'Reason for Termination' dropdown menu is open, showing options: 'End Of Term Or Course', 'An Illness Or Death In The Student's Immediate Family.', 'An Illness Or Injury Afflicting The Student During The Enroll', and 'An Unavoidable Change In The Student's Conditions Of Em'. An arrow points from the 'Mitigating Circumstances' label to the dropdown menu.

Now click “Save”, “Complete” and “Submit” if all info is OK.

**NOTE:** When you select to Terminate a cert for a period with subsequent term(s) to follow, the following message will appear. Subsequent terms are those that begin on or after the termination date, and were submitted on the same original enrollment certification. Answer accordingly and continue.



**NOTE:** Amendments, adjustments or terminations should not be done the same day as a certification. Wait at least one day after you do the certification to do a change. This makes it less confusing for the claims processors.

## Deleting a Cert:

Another option you have under the “**Cert**” drop down menu is to “**Delete**” a Cert you have not yet submitted. You may only delete a Status 2. Steps to follow: On the “**Certs**” screen highlight the Status 2 cert/term you want to delete, then go to the drop down menu under “**Cert**” and click on “**Delete**”.

VA-ONCE Certs - Microsoft Internet Explorer

**Cert Complete Submit** **Print** **Student**

**VA-ONCE** **Certs**

Program: CIS  
Chapter: 30  
Training Type: Nondegree College

36pmoore  
3-1-3131-31

**VA Data** **Log** **History**

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range
3X SP04	Info	01/05/2004	05/04/2004	
3X SU104	Info	06/01/2004	06/30/2004	
3X SU204	Info	07/05/2004	08/03/2004	
4 PN 20	Info	10/11/2004	11/09/2005	
2 SPG 05	Info	01/05/2005	05/03/2005	

**Edit Enrollment** **Save** **Cancel**

Facility: 31313131 Trng Type: NCD Prgrm: CIS Prior Credit: 2

SPG 05 01/05/2005 05/03/2005 12

Term Name Begin Date End Date Credit R/D Clock Tuition & Fees

☐ Advance Pay ☐ Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks **Modify Remarks List**

Tasks Margin Help **Non-Flight** **Flight**

Start Inbo... VA-O... Pre-... VA-O... VA-O... untitl... 3:53 PM

That cert will no longer show up on the “**Certs**” page—it’s gone.

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
▶ 3X	SP04	Info	01/05/2004	05/04/2004	3	0			11900104	74039
▶ 3X	SU104	Info	06/01/2004	06/30/2004	6				11900104	74039
▶ 3X	SU204	Info	07/05/2004	08/03/2004	6				11900104	74039
▶ 4	PN 20	Info	10/11/2004	11/09/2005			12		31313131	724228
2		Info							31313131	

### Changing to a Status 2 Cert:

The last option you have under the “Cert” drop down menu is “Change to Status 2”. This feature may be used to change a “Completed” Cert to a Status 2 cert to make changes. Steps to follow: Highlight the Status 3 term you would like to change, then go under the “Cert” drop down menu and click on “Change to Status 2”.

The screenshot shows the VA NCE interface. On the left, a sidebar contains a 'Select' button and a 'Change to Status 2' option under the 'Cert' dropdown menu. The main area displays a table of terms. The table has columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, and a 'Filter' button. The table data is as follows:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4			02/09/2004	06/07/2004	
3 SUM 04 A8			06/21/2004	08/11/2004	

A tooltip 'Double click to see subordinate rows' is visible over the second row. A red arrow points from the 'Change to Status 2' option to the '3' in the second row of the table.

The following screen will appear. Notice that the status has changed from “3” to “2”.

The screenshot shows the VA NCE interface after the status change. The 'Cert' dropdown menu is now set to '2'. The table data is as follows:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4			02/09/2004	06/07/2004	
2 SUM 04 A8			06/21/2004	08/11/2004	

A red arrow points from the '2' in the second row of the table to the '2' in the 'Cert' dropdown menu.

Now you can correct/change your Cert and click “Complete” again. Once you “Submit” a Cert, it cannot be changed to a Status 2.

### Checking the Status of a Cert:

This column shows the work flow status of the student’s certification as follows:

- 1 – New Student
- 2 – Pending
- 2P – Pending Approval
- 3 – Completed
- 4 – Submitted to RPO
- 5A – Cert Awarded
- 5M – Cert Manually Processed.

This info updated automatically in the system. See the work flow chart on Page 113.



### Printing a Cert:

To print a list of Certs you have completed or an individual Cert follow these steps: From the "Certs" page click on "Print" on the top right of the screen and highlight "Cert List".

**Cert Complete Submit** **Print** **Student**

**Certs**

Name: BROWN, FRED Program: BS1  
SSN: 491-11-1111 Chapter: 30  
File/Payee: 491-11-1111/00 Training Type: APP/OJT

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

Term Name Status Facility Code Begin Date Range End Date Range

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SP05		01/18/2005	05/13/2005	14				31313131	459461
2	SP05		01/18/2005	05/13/2005	14			12/29/2004	31313131	
4	SP05		01/18/2005	05/13/2005	14			12/29/2004	31313131	480480
4	SP05		01/18/2005	05/13/2005	14				31313131	459461
4	OJT		05/01/2005	04/30/2006					31313131	909956

This will bring up a list of all the Certs you have completed on this student.

**VA-ONCE Print - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**Certs**

Name: BROWN, FRED Program: BS1  
SSN: 491-11-1111 Chapter: 30  
File/Payee: 491-11-1111/00 Training Type: APP/OJT

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4	SP05		01/18/2005	05/13/2005	14				31313131	459461
2	SP05		01/18/2005	05/13/2005	14			12/29/2004	31313131	
4	SP05		01/18/2005	05/13/2005	14			12/29/2004	31313131	480480
4	SP05		01/18/2005	05/13/2005	14				31313131	459461
4	OJT		05/01/2005	04/30/2006					31313131	909956
4	SUM 1		06/01/2005	06/20/2005	6				31313131	624265
4	FALL 05		08/15/2005	12/10/2005	6				31313131	754158
2	FALL II		08/20/2005	10/15/2005	6				31313131	
3			03/05/2009	07/05/2009	6	6			31313131	
2									31313131	
2									31313131	
2									31313131	
2									31313131	
2									31313131	

To print the list shown to the drop down menu under "File" and select "Print" as you would for any Microsoft Word document.



To print a selected Cert, highlight that Cert on the screen and click on the **“Print”** button at the top right of the screen and highlight **“Selected Cert”** and click. That Cert will appear on your screen and you may print it as you would any Microsoft Word document.

File Edit View Favorites Tools Help					
Enrollment Certification VA-ONCE ver.P016 - Chapter 30 (Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)					
VA File No. <b>491111111-</b>					
Student Information <b>BROWN, FRED</b> <b>PO BOX 547</b> <b>MUSKOGEE, OR 74434</b>					
Type of Training <b>Undergraduate</b>					
Name of Program <b>AA Art</b>					
Credit for Prior Training <b>PENDING</b>					
Enrollment Begin	Dates Ending	Credit Hours	Rem/Def Hours	Clock Hours	Tuition Fees
<b>01/18/2005</b>	<b>05/13/2005</b>	<b>14.00</b>			
Remarks					
CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.					

## VA-ONCE Special Features

### VA Data:

This page is for your information. The information contained on this page is taken directly from the VA payment system. VA data is only available for Chapter 30 and Chapter 1606 students. You must have the VA file number entered on the BIO page for the VA data to be transferred into VA-ONCE.

**eCERT VA Data - Microsoft Internet Explorer**

**VA Data**

Name: GOODSTUDENT, AREALLY  
SSN: 261-87-87 87  
File/Payee: 261-87-8787/00

Program: MBA  
Chapter: 30  
Training Type: Graduate

5M

**Bio Certs VA Data Log History**

Full Name: AREALLY GOODSTUDENT  
File/Payee#: 261878787  
Delimiting Date: 20070324  
Remaining Entitlement Months as of No Pay Date: 11  
Remaining Entitlement Days as of No Pay Date: 15  
Chapter: 30  
Current Facility Code: 31813181  
BDN Master Record Status: ACTIVE

Begin Date	End Date	Training Type	Training Time	Monthly Rate	Current Award
6/15/2003	00000000	GRADUATE	FULL	0090000	PAST
7/11/2003	00000000	GRADUATE	FULL	0090000	PAST
7/14/2003	00000000	GRADUATE	FULL	0090000	CURRENT
9/14/2003	9/21/2003	GRADUATE	FULL	0090000	FUTURE

The information shown above is only for Chapter 30 and Chapter 1606. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

Tasks Margin Help

## Log Page:

This page is for your use. You can create log entries to track what is happening with a student. It is a lot like an electronic post-it note. To create a log, click on "Add", and type your message in the Edit Log Entry box at the bottom of the screen. Once you click "Save", your text will appear in the upper section of the screen. This page also allows VA to send an entry back to you, such as when a Chapter 35 payee number is incorrect. Any message that the RPO or Central Office (CO) adds to the student file will be in **red** and underlined. This is to be sure you see them. Once you have read the message, you can remove the color and underling by marking the "Read" box in the bottom right portion of the screen. A check will also appear in the "Read" Column on the left.

VA-ONCE Student Log - Microsoft Internet Explorer

**VA-ONCE**  
36pmoore  
3-1-3131-31

**Add** **Log** **Print** **Student**

Name: DUCK, DAISY  
SSN: 234-56-5432  
File/Payee: 00 000 000/00

Program: CIS  
Chapter: 1606  
Training Type: Undergraduate

**Bio** **Certs** **VA Data** **Log** **History**

Read	User Name	User Type	Date Time	Facility Code/RPO	Log Entry	Follow Up
	36damol	SCHOOL	2/27/2004 4:08:42 PM	31313131	Daisy is a problem student. She wants to change classes constantly.	

The User Type is generated automatically by your log in. After you have saved the Log entry, it cannot be deleted. It is a permanent part of the record. You can type up to 255 characters into the Log entry box.

**Edit Log Entry** **Save** **Cancel**

Log Entry ☐ Follow Up ☐ Read

Daisy is a problem student. She wants to change classes constantly.

Tasks Margin Help

Start | Inboxes - Mi... | untitled - ... | VA-ONCE ... | VA-ONCE ... | 11:19 AM

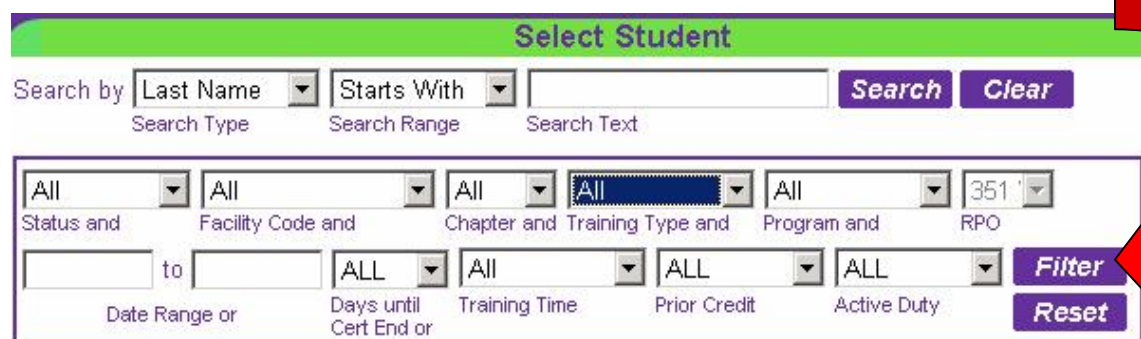
The "Follow Up" check box is also for your use. You can check this box when you need to follow up on something regarding the log entry. To check the box, point your cursor at it and click. A check will appear in the "Follow Up" Column on the right.

**History Page:**

This page shows you a system generated history of this student. You can use this area as an audit trail to see exactly when a certification was created or submitted. All entries on this page are done automatically by the system. An entry will be added any time there is a major “event” in the system. For example, when a student is added, or a certification is submitted. It is accessible by both the school and the RPO. You may not change anything on this page since these entries are system generated.

Filter:

This feature is available on the “Select Student” screen.



The screenshot shows the 'Select Student' interface. At the top, there's a green header with the title 'Select Student'. Below it, a search bar includes 'Search by' with a dropdown for 'Last Name', a 'Starts With' dropdown, and a text input field. To the right are 'Search' and 'Clear' buttons. Below the search bar, there are several filter categories: 'Status and' (dropdown), 'Facility Code and' (dropdown), 'Chapter and Training Type and' (dropdown), 'Program and' (dropdown), and 'RPO' (dropdown). Further down, there are more filters: 'Date Range or' (text input), 'Days until Cert End or' (dropdown), 'Training Time' (dropdown), 'Prior Credit' (dropdown), and 'Active Duty' (dropdown). At the bottom right of the filter section are 'Filter' and 'Reset' buttons. A large red arrow points from the top right towards the 'Filter' button.

The boxes with drop down arrows beside them allow you to generate lists of students who fall under that particular category. Clicking on the drop down arrow beside the “Status and” box allows you to sort by the following categories:



This screenshot shows the dropdown menu for the 'Status and' filter. The options listed are: 'All', 'Student Adopted', 'In Process', 'Pending Approval', 'Completed' (which is highlighted with a blue background), 'Complete Chpt', 'Submitted', 'Awarded', 'Manually Processed', 'Deleted', 'Inactive', and 'All'.

If you highlight “Completed” and click on “Filter” you will get a list of all students in the Status 3 category.

Showing 1-3 of 3 records

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
3 552-26-6331	552-26-6331	00	<a href="#">DUCK</a>	DAFFY	30	LPN	9/14/2005 4:50 PM	31313131
3 500-99-9999	500-99-9999	00	GEEK	THOMAS	30	CIS	6/21/2005 7:51 PM	31313131
3 211-48-7767	211-48-7767	00	MOORE	PAULA	30	PSY1		31313131



If you wanted to get a list of all your Chapter 30 students, you would click on the drop down arrow beside the “**Chapter and**” box and highlight “**Chapter 30**”, and then click on “**Filter**”. This would generate a list of all your Chapter 30 students.

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2	404-04-0300	404-04-0300	00	<u>BARR</u>	KEN	30	COMM/ NST	4/22/2005 10:39 AM	31313131	
2	491-11-1111	491-11-1111	00	BROWN	FRED	30	BS1	6/15/2005 9:23 AM	31313131	
2	994-11-8888	994-11-8888	00	BROWN	THOMAS	30	BA/CS	7/6/2005 2:13 PM	31313131	
2	001-01-1111	012-33-4455	00	BUNNY	BUGS	30	023	8/26/2004 10:59 AM	31313131	
2	771-88-4455	771-88-4455	00	CAT	COOL	30	013	4/12/2005 12:59 PM	31313131	
2	453-27-7758	453-27-7758	00	DAVIS	DODO	30	CIS	4/14/2005 3:17 PM	31313131	
4	222-33-3444	222-33-3444	00	DOE	MR	30	CERT/A LTO	9/13/2005 3:09 PM	31313131	

Or you have the option of “**Filtering**” on more than one category. In other words, if you wanted to find all your “**In Progress**” (Category 2) “**Chapter 1606**” students you would highlight those two choices and click on “**Filter**”, which would give you a list of your Chapter 1606 Status 2 students, which at this school would only be one student.

moore  
3131-31

Select

Admin

**Student School Detail** Print

**Select Student**

Search by Last Name Starts With Search Text Search Clear

In Progress All 1606 All All 351  
Status and Facility Code and Chapter and Training Type and Program and RPO

ALL All ALL ALL Filter  
Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Reset

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
2	999-11-5555	999-11-5555	00	<u>PAN</u>	PETER	1606	BA/BUS	9/12/2005 11:52 AM	31313131	

## Reports

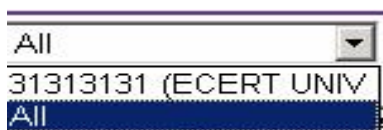


Another feature VA-ONCE offers is the ability to generate a Reports based on the Certifications you've submitted to VA within a five day range.

To use this feature, click on the **Reports** button, and at the top of the screen you will see "**Report Group 1**". Click on this and you will see "**Submitted Certs Report**" in the drop down menu. Clicking on this will bring you to the screen shown below.

The image shows the "Select Cert for Printing" screen. It has a green header with the VA-ONCE logo. Below the header, there are three dropdown menus: "Facility Code and", "Cert Type and", and "Chapter Type and". Each dropdown menu has "All" selected. To the right of these dropdowns are "Filter" and "Reset" buttons. Below the dropdowns, there is a "Date Range" section with two date boxes: "10/11/2005" and "10/11/2005". An arrow points from the "Filter" button to the text below.

Clicking on the drop down arrows by each of the boxes will give you options for the list of Certifications you have submitted and would like to have listed. If you have more than one Facility code, you can generate a report of "Certs" submitted for a specific five day period by highlighting the appropriate Facility Code and clicking on **Filter**. Your other Facility Code would be shown by clicking on the drop down arrow beside the "**Facility Code and**" box and clicking on that Facility code.



This will allow you to print a list of those Certs submitted under your other facility code, or you may choose "**All**" and print a list of all the Certs you have submitted within a five day period.

By clicking on the drop down arrow beside the “**Cert Type and**” box, you be given the option of printing a list of Certs based on the following criteria shown below.

Facility Code and: All

Date Range: 10/11/2005 to 10/11/2005

Cert Type and: **ENROLLMENT** (dropdown menu open showing: AMENDMENT, ADJUSTMENT, TERMINATION, FLIGHT ENROLLMENT, FLIGHT CERT, ALL)

Chapter Type and: All

**Filter** **Reset**

0 records found

Chapt	Cert Id	Submtd Dt	Cert Type
-------	---------	-----------	-----------

In other words if you wanted to generate a report based on all the “Enrollments” you had submitted for the period 8/1/04 – 8/5/04, you would click on “**Enrollment**” and change the “**Date Range**” dates to 8/1/2004 – 8/5/2004, and click on “**Filter**”, which would generate a list of all the “Enrollments” you had submitted for this period as shown below.

Facility Code and: All

Cert Type and: **ENROLLMENT**

Chapter Type and: All

Date Range: 08/01/2004 to 08/05/2004

**Filter** **Reset**

Showing 1-8 of 8 records

	SSN	File #	Last Name	First Name	Chapt	Cert Id	Submtd Dt	Cert Type
<input type="checkbox"/>	4 001011111	012334455	BUNNY	BUGS	30	218106	08/05/2004	ENROLLMENT
<input type="checkbox"/>	4 222333444	222333444	DOE	MR	30	218396	08/05/2004	ENROLLMENT
<input type="checkbox"/>	4 222333444	222333444	DOE	MR	30	218516	08/05/2004	ENROLLMENT
<input type="checkbox"/>	4 123451234	123451234	DOG	UG	30	218906	08/05/2004	ENROLLMENT
<input type="checkbox"/>	4 222552255		HOGG	B	30	215997	08/04/2004	ENROLLMENT
<input type="checkbox"/>	4 222552255		HOGG	B	30	216058	08/04/2004	ENROLLMENT
<input type="checkbox"/>	4 999115555	999115555	PAN	PETER	1606	216393	08/04/2004	ENROLLMENT
<input type="checkbox"/>	4 999887777	999887777	SMITHE	STUDENT	30	216821	08/04/2004	ENROLLMENT



Or by clicking on the drop down arrow beside the box for “**Chapter Type and**” you have the option of printing a list of Enrollment Certifications that had been submitted for a particular Chapter; i.e., if you clicked on “**1606**” from the drop down menu and then clicked on “**Filter**” you would get the following list.

**Select Cert for Printing**

All	ENROLLMENT	1606	<b>Filter</b>	<b>Reset</b>
Facility Code and	Cert Type and			
08/01/2004 to 08/05/2004				
Date Range				

30  
31  
32  
35  
**1606**  
901  
903  
All

Showing 1-1 of 1 records

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Chapter	Submtd Dt	Cert Type
<input type="checkbox"/>	4999115555	999115555	PAN	PETER	1606	08/04/2004	ENROLLMENT

As you can see this “**Reports**” function allows you to generate some very useful information based on the Certifications you’ve completed during any five day period.